

Royal Commission  
on the Civil Service (1953)

INTRODUCTORY  
FACTUAL MEMORANDUM ON THE  
CIVIL SERVICE

*Dated 15th December, 1953*

*Submitted by*  
H.M. TREASURY



LONDON : HER MAJESTY'S STATIONERY OFFICE  
1954



# TABLE OF CONTENTS

## PART I—GENERAL

<i>Chapter</i>	<i>Paragraph Numbers</i>
1. General Introduction ... ..	1- 3
2. The groups of civil service staff within the ambit of the National Whitley Council ... ..	4- 9
3. Provincial differentiation ... ..	10- 20
4. Scales of pay, increments and related matters ... ..	21- 32
5. Starting pay—	
Starting pay on recruitment, promotion or establishment ...	33- 39
Starting pay on assimilation ... ..	40- 46
6. Sex differentiation in pay ... ..	47- 54
7. Hours, overtime and leave ... ..	55
Present practice: office staffs ... ..	57- 73
Present practice: Post Office manipulative staffs ... ..	74- 77
Present practice: Post Office engineering staffs ... ..	78- 80
Present practice: non-industrial civil servants in industrial establishments ... ..	81- 85
History: office staffs ... ..	86- 94
History: Post Office manipulative staffs ... ..	95- 98
History: Post Office engineering staffs ... ..	99-102
8. Sick leave ... ..	103-111
9. Superannuation ... ..	112
Main features ... ..	115-134
Some minor features ... ..	135-143
10. The principles on which pay is determined ... ..	144-146
11. General developments in civil service pay since 1920—	
Pay increases ... ..	147-160
Developments in incremental structure ... ..	161-177

## PART II—THE CLASSES

12. Introduction to Part II ... ..	178-179
13. The administrative class—	
Description of the class ... ..	180-186
Developments in pay and structure ... ..	187-203
Hours and leave ... ..	204-205
14. The scientific officer class—	
Introduction: the scientific classes ... ..	206-210
Description of the scientific officer class ... ..	211-215
Developments in pay and structure ... ..	216-227
Hours, leave and superannuation ... ..	228-231
15. The works group of professional classes—	
Description of the classes ... ..	232-239
Developments in pay and structure ... ..	240-262
Hours and leave ... ..	263-264
16. The executive class—	
Description of the class ... ..	265-271
Developments in pay and structure ... ..	272-282
Hours and leave ... ..	283-286

<i>Chapter</i>	<i>Paragraph Numbers</i>
17. The experimental officer class—	
Description of the class ... ..	287-292
Developments in pay and structure ... ..	293-299
Hours and leave ... ..	300-302
18. The technical works, engineering and allied classes—	
Description of the class ... ..	303-309
Developments in pay and structure ... ..	310-321
Hours and leave ... ..	322-324
19. The linked departmental classes of architectural and engineering draughtsmen—	
Description of the classes ... ..	325-332
Developments in pay and structure ... ..	333-341
Hours and leave ... ..	342-343
20. The clerical class—	
Description of the class ... ..	344-353
Developments in pay and structure ... ..	354-368
Hours and leave ... ..	369-371
21. The assistant (scientific) class—	
Description of the class ... ..	372-378
Developments in pay and structure ... ..	379-384
Hours and leave ... ..	385-387
22. The typing grades—	
Description of the grades... ..	388-395
Developments in pay and structure ... ..	396-400
Hours and leave ... ..	401-403
23. The clerical assistant class—	
Description of the class ... ..	404-409
Developments in pay and structure ... ..	410-417
Hours and leave ... ..	418-420
24. The machine operating class—	
Description of the class ... ..	421-426
Developments in pay and structure ... ..	427-430
Hours and leave ... ..	431-433
25. The class of temporary clerks—	
Description of the class ... ..	434-438
Developments in pay and structure ... ..	439-442
Hours and leave ... ..	443-444
26. The Post Office manipulative grades—	
Organisation of the Post Office ... ..	445-450
Description of the grades... ..	451-461
Developments in pay and structure ... ..	462
Hours and leave ... ..	463-469
27. The Post Office engineering and allied grades—	
Description of the grades... ..	470-477
Developments in pay and structure ... ..	478-479
Hours and leave ... ..	480-486
28. The messengerial classes—	
Description of the classes ... ..	487-495
Developments in pay and structure ... ..	496-500
Hours and leave ... ..	501-502
29. The general service class of cleaners—	
Description of the class ... ..	503-511
Developments in pay ... ..	512
Leave ... ..	513

# LIST OF APPENDICES

	<i>Page No.</i>
<b>CHAPTER 3</b>	
A 1 Provincial differentiation areas ... ..	123
A 2 Deductions (salaried staff) ... ..	125
A 3 Deductions (weekly paid staff) ... ..	127
A 4 Transfer grants ... ..	127
<b>CHAPTER 13</b>	
B Administrative class pay scales. ... ..	Facing p. 128
<b>CHAPTER 14</b>	
C 1 Scientific officer class: pay scales ... ..	Facing p. 128
C 2 Distribution of the scientific officer class ... ..	129
C 3 Organisation of some Research Establishments in the Department of Scientific and Industrial Research ... ..	130
<b>CHAPTER 15</b>	
D 1 Works group of professional classes: pay scales ... ..	132
D 2 Departmental variants of the works group classes ... ..	134
D 3 Distribution of works group and variant and related staff ... ..	135
<b>CHAPTER 16</b>	
E Executive class: pay scales. ... ..	Facing p. 140
<b>CHAPTER 17</b>	
F 1 Experimental officer class: pay scales ... ..	Facing p. 140
F 2 Distribution of the experimental officer class ... ..	141
<b>CHAPTER 18</b>	
G Technical works, engineering and allied classes: pay scales ... ..	142
<b>CHAPTER 19</b>	
H 1 Architectural and engineering draughtsman classes: pay scales ... ..	144
H 2 Distribution of architectural and engineering draughtsmen ... ..	146
<b>CHAPTER 20</b>	
J Clerical class: pay scales ... ..	Facing p. 146
<b>CHAPTER 21</b>	
K 1 Assistant (scientific) class: pay scales ... ..	Facing p. 146
K 2 Distribution of the assistant (scientific) class ... ..	147
<b>CHAPTER 22</b>	
L Typing grades: pay scales ... ..	Facing p. 148
<b>CHAPTER 23</b>	
M Clerical assistant class: pay scales ... ..	150
<b>CHAPTER 24</b>	
N Machine operating class: pay scales ... ..	152
<b>CHAPTER 25</b>	
O Temporary clerks: pay scales ... ..	Facing p. 154
<b>CHAPTER 26</b>	
P Post Office manipulative grades: pay scales.	
Table 1. Rank-and-file grades (excluding cleaners) ... ..	155
2. Telephonists (women) ... ..	158
3. Male cleaners ... ..	159
4. Women cleaners ... ..	159
5. Supervising grades (Postal) ... ..	160
6. Supervising grades (Telegraph (Inland)) ... ..	161
7. Supervising grades (Counter and Writing) ... ..	162
8. Higher supervising grades ... ..	163
9. Assistant postmasters ... ..	164
10. Supervising grades (Telephone) (men) ... ..	166
11. Supervising grades (Telephone) (women) ... ..	167

		<i>Page No.</i>
<b>CHAPTER 27</b>		
Q 1	Post Office engineering and allied grades: pay scales.	
	Table 1. Engineering rank-and-file grades ... ..	168
	2. Engineering supervising grades ... ..	172
Q 2	Duties of the grades ... ..	174
<b>CHAPTER 28</b>		
R	Messengerial classes: pay scales.	
	Table 1. Office keeper grades ... ..	177
	2. Paperkeeper and messenger grades ... ..	Facing p. 178
<b>CHAPTER 29</b>		
S	General service class of cleaners: rates of pay ... ..	179
INDEX ... ..		181

## LIST OF DOCUMENTS CIRCULATED SEPARATELY

- CHAPTER 1**  
I. Digest of Civil Service Staff Statistics.
- CHAPTER 11**  
II. White Paper on Personal Incomes (Cmd. 7321).
- CHAPTER 13**  
III. Treasury Circular No. 20/45 (The Administrative Class).  
IV. Treasury Circular No. 19/46 (Recruitment and Allocation of Assistant Principals).  
V. Report of the Committee on Higher Civil Service Remuneration (Chorley Committee) (Cmd. 7635).
- CHAPTER 14**  
VI. White Paper on the Scientific Civil Service (including the Barlow Report) (Cmd. 6679).
- CHAPTER 15**  
VII. Establishment Officers Circular No. 69/46 (Architects, Surveyors, Quantity Surveyors, Civil and Structural Engineers, Lands Officers).  
VIII. Report of the Committee on the Organisation, Structure and Remuneration of the Works Group of Professional Civil Servants (Gardiner Committee).
- CHAPTER 16**  
IX. Treasury Circular No. 5/47 (Extended use of the Executive Class).
- CHAPTER 18**  
X. Establishment Officers Circular No. 43/48 (Reorganisation of Technical Works, Engineering and Allied Classes).  
XI. Establishment Officers Circular No. 17/49 (Clerks of Works (Building) and Analogous Grades).  
XII. Establishment Officers Circular No. 33/49 (Quantity Surveying Assistants).  
XIII. Establishment Officers Circular No. 51/49 (Mechanical and Electrical Engineering Technical Grades).  
XIV. Establishments Circular No. 8/50 (Technical Lands Grades).
- CHAPTER 19**  
XV. Establishment Officers Circular No. 79/47 (Drawing Office staffs (Architectural and Engineering) Reorganisation).
- CHAPTER 21**  
XVI. Establishment Officers Circular No. 27/47 (Assistants (Scientific) Class).

# PART I—GENERAL

## CHAPTER 1

### GENERAL INTRODUCTION

1. The Royal Commission's terms of reference are:—

“To consider and to make recommendations on certain questions concerning the conditions of service of civil servants within the ambit of the Civil Service National Whitley Council, viz.:—

(a) Whether any changes are desirable in the principles which should govern pay; or in the rates of pay at present in force for the main categories—bearing in mind in this connexion the need for a suitable relationship between the pay of those categories;

(b) Whether any changes are desirable in the hours of work, arrangements for overtime and remuneration for extra duty, and annual leave allowances;

(c) Whether any changes are desirable within the framework of the existing superannuation scheme.”

2. In this Memorandum the Treasury submit some information on matters included in these terms of reference. This information is of a factual nature and, whilst the Staff Side of the National Whitley Council are not associated with its preparation, they agree that it is factually accurate.

3. Part I of the Memorandum deals with the pay and conditions of service of civil servants generally. Chapter 2 gives an indication of the staff falling within the terms of reference. Chapters 3 to 6 describe some features of the pay code common to all or most civil servants, the chief of these being:—

the system of provincial differentiation;

the system of annual incremental progression;

the system of what is known as starting pay;

the system of sex differentiation.

Chapters 7 to 9 deal with the more important conditions of service other than rates of pay, viz.,

hours of work and entitlement to extra pay for overtime and extra duty;  
annual leave;

sick leave;

superannuation.

While the Commission are asked to make specific recommendations on some only of these conditions of service, they will no doubt wish to be informed on all of them as part of the background to their consideration of rates of pay. Chapter 10 deals with the principles on which pay is determined (the Tomlin formula) and Chapter 11 contains a brief history of developments in civil service pay since 1920. Part II of the Memorandum is concerned with the individual civil service classes.



## CHAPTER 2

### THE GROUPS OF CIVIL SERVICE STAFF WITHIN THE AMBIT OF THE NATIONAL WHITLEY COUNCIL

4. For the present purpose the Civil Service has been defined as civil servants within the ambit of the Civil Service National Whitley Council. There is no official definition of what constitutes a civil servant but the working definition used by earlier Royal Commissions has been "servants of the Crown, other than holders of political or judicial offices, who are employed in a civil capacity and whose remuneration is paid wholly and directly out of monies voted by Parliament". Civil servants so defined are divided into industrial and non-industrial. The former comprise labourers, craftsmen and similar workers in dockyards, ordnance factories, etc. For the latter, comprising in general terms office workers, specialist staff and certain Post Office staff, the Civil Service National Whitley Council is the central negotiating body. It is, therefore, subject to what is said in paragraph 8 below, the non-industrial Civil Service that is covered by the present reference.

5. The staff covered by the National Whitley Council are as follows:—

	<i>Numbers at 1.7.53 (Part-time staff counted as one-half each)</i>	<i>Established staff</i>	<i>Unestablished staff</i>	<i>Total</i>	
				<i>Numbers</i>	<i>Per cent.</i>
(a) Administrative class ... ..		2,667	155	2,822	·4
(b) General service and departmental executive classes ... ..		63,369	5,941	69,310	9·3
(c) General service and departmental clerical and sub-clerical classes ...		141,469	58,671	200,140	26·9
(d) Typing grades ... ..		18,687	10,092	28,779	3·9
(e) Professional, scientific and technical classes ... ..		48,702	25,571	74,273	10·0
(f) Post Office manipulative grades (including cleaners, etc.) ...		169,774	71,170	210,944	28·3
(g) Messengers, cleaners, etc. (except Post Office) ... ..		16,701	13,810	30,511	4·1
(h) Post Office engineering and allied grades ... ..		61,272	10,579	71,851	9·6
(j) Others ... ..		26,951	28,931	55,882	7·5
Total ... ..		549,592	194,920	744,512	100

6. Generally speaking, unestablished staff are employed either for short periods on seasonal work or for periods which may be short or long in establishments where the volume of permanent work is uncertain. Thus they do not enjoy the same security of tenure as established staff.

7. At 15th December, 1953, the wage and salary bill was estimated at £385 million a year. This is the gross amount (i.e. without deduction of income tax or insurance contributions) of all payments in the nature of salaries and wages. It includes overtime, overseas allowances and other allowances which are in essence salaries or wages. It excludes payments of the nature of reimbursement of out-of-pocket expenses, e.g., on travel and subsistence. It also excludes employers' contributions towards National Insurance or towards any pension scheme such as the Federated Superannuation System for Universities.

8. The staffs listed in paragraph 4 constitute what is known as the non-industrial Civil Service with one addition and one exclusion. The addition is that of group (h) viz., the Post Office engineering and allied grades, who



are classified for staff record purposes as industrial but covered by National Whitley Council agreements. The exclusion is the Foreign Service, whose members are non-industrial civil servants but not covered by National Whitley Council agreements. Thus "civil servants within the ambit of the National Whitley Council"—the field covered by the Commission's terms of reference—means non-industrial civil servants *plus* Post Office engineering and allied grades but *minus* the Foreign Service.

9. More information about numbers in each main group is given in Part II of this Memorandum. Full statistics are contained in the Digest of Civil Service Staff Statistics (circulated as Document I) in which numbers are analysed:

- by functional groups of Departments ;
- by individual Departments ;
- by sex ;
- by permanent and temporary status ;
- by whole-time and part-time employment ;
- by staff groups ;
- by location ; and
- by age.

In this Digest, however, the Foreign Service is *included* in the non-industrial Civil Service and the Post Office engineering and allied grades are *excluded*.

## PROVINCIAL DIFFERENTIATION

## General

10. By provincial differentiation is meant the practice of paying staff different rates according to locality. There is no uniform system of provincial differentiation throughout the whole of the Civil Service. Present practice may be summarised as follows:—

- (i) With a few minor exceptions, all civil servants have a London rate of pay, subject to deductions if employed elsewhere, and are thus on what are called differentiated rates. The exceptions are small departmental grades such as coastguards and prison officers, who are paid on what are known as undifferentiated rates, i.e., they receive the same rate of pay wherever they are employed.
- (ii) There is a uniform system of *classification of areas* for all civil servants on differentiated rates, subject to one major exception. Thus different rates are paid according to whether the individual is employed in London, an intermediate area, or in the provinces. Broadly speaking, "London" means "inner London", "intermediate" means "outer London and certain large towns", and the "provinces" everywhere else. The details of this classification system are at Appendix A1. The major exception is the group of Post Office engineering and allied grades who are on what is known as a two-tier system, i.e., one rate is laid down for London and another for everywhere else. All other staffs are on what is known as a three-tier system.
- (iii) There are at present three main systems for calculating the *amount of the deductions* for staffs on differentiated rates employed outside London:—

(a) A uniform system for all monthly paid staff (see Appendix A2).

(b) A closely related uniform system for a number of weekly paid staffs, including in particular the sub-clerical, typing and temporary clerk classes (see Appendix A3).

(c) An alternative system for Post Office weekly paid manipulative staffs and certain other grades.

N.B.—Once again, an exception to these three systems is found in Post Office engineering and allied grades who have a separate system of deductions.

- (iv) All staffs within any system of provincial differentiation receive what are known as transfer grants, i.e., lump sums paid as compensation for inconvenience and intangible expenses in moving to one place from another, over and above the removal and miscellaneous expense grants paid for definable expenditure. Staff are classified according to pay and marital status and the rates are shown at Appendix A4. The grants are taxable.

11. This subject is somewhat complicated and it seems best to treat it as follows:

- to describe developments in the system for monthly paid staffs ;
- to describe developments in the system for certain weekly paid staffs ;
- to summarise the system for Post Office manipulative and engineering and allied staffs.

## Developments in the system for monthly paid staffs

12. A three-tier system was introduced in accordance with a recommendation by the 1920 Reorganisation Committee of the National Whitley Council. Only Edinburgh and Dublin were classified as intermediate, the rest of the country being treated as provincial. This system involved different scales for salaried staffs employed outside London; not more than 10 per cent. less than the London scale for staffs throughout the country as a whole but not more than 5 per cent. less in Edinburgh and Dublin. Not all grades were, however, to be subjected to provincial differentiation. It was agreed, on the contrary, that those with a liability to particularly frequent transfer should be exempt from differentiation.

13. The Royal Commission of 1929-31 (the Tomlin Commission) recommended that a system of provincial differentiation should be maintained but that, for administrative convenience, provincial and intermediate rates of pay should be fixed by reducing the London salaries by a series of flat rate deductions rather than by percentages. They also recommended that the exemption from differentiation should be continued for the migratory classes. They further recommended an extension of the intermediate classification to cover certain large towns. A similar classification had already been in force for some time for important groups of weekly paid staffs. The substance of those recommendations was put into effect in a National Whitley Council agreement of 1935.

14. Since the 1939-45 war the system of provincial differentiation has been extended to monthly paid staffs generally, including those of a migratory character, and in 1947 it was decided to make uniform the system of calculating rates outside London. In future there was to be only one scale for each grade—the London scale. The pay for officers elsewhere was to be this scale, less standard deductions for intermediate or provincial offices. These are the deductions in the table at Appendix A2. It will be seen that they increase from one salary band to another, and that the amounts vary from £10 to £100 in provincial offices and from £5 to £50 in intermediate offices. Escalator provisions at the beginning of each band ease the transition to the larger deduction.

15. It was also in 1947 that the system of transfer grants referred to in paragraph 10 (iv) was introduced. It was applied not only to grades previously on undifferentiated scales then being brought within the differentiated system, but also to all grades within any system of differentiation.

16. Staff paid on scales not previously differentiated who were transferred to differentiated scales were normally only subject to differentiation as they approached the maximum of the pay scale of their existing grade, i.e. they proceeded up the scale as if it were still undifferentiated but were not allowed to progress beyond the differentiated maximum appropriate to their office. Others were allowed to retain their existing scale or were given London scales on a personal basis. Broadly similar provisions have been made when applying provincial differentiation for the first time to weekly paid staffs.

17. In May, 1949, following the decision to increase higher salaries as a result of the recommendations of the Chorley Committee, the Official Side raised the question whether it was appropriate consequentially to increase the rates of the differentials outside London beyond the fixed maxima of £50 and £100. The Staff Side held that it was not and the matter was not pursued.

18. In 1951, as a result of a National Whitley Council agreement, the London area was extended to contain all offices within a 12 mile radius of Charing Cross and the intermediate area to include (a) all offices beyond that 12 mile radius but within 16 miles of Charing Cross and (b) all offices within certain local authority areas (the rough criterion being a population of 250,000 or more). This system of classification was applied not only to monthly paid staffs but also to weekly paid staffs.

#### **Weekly paid staffs**

19. The main groups among this class of staff outside the Post Office manipulative and engineering and allied grades were covered by the recommendations of the 1920 Reorganisation Committee referred to in paragraph 12 above. Temporary staffs were given provincial and intermediate rates 8s. 0d. and 4s. 0d. a week less than the London rates, but established weekly paid staffs were kept on a two-tier system with a differential of 1s. 6d. to 3s. 0d. The system of classification of areas for the temporary staffs differed from that of established monthly paid staffs and it was not until 1935 that a measure of uniformity was achieved (see paragraph 13). There were changes in the amounts of deductions over the years, but the first substantial change of practice was not made until 1946 when those weekly paid grades which since 1920 had been on different systems of differentiation were all put on the three-tier system. At about the same time other weekly paid grades, previously on undifferentiated rates or on a two-tier system, were also brought within the three-tier system. The amount of the deductions continued, however, to vary between grades. A major step towards uniformity in this area and towards the alignment of the weekly paid deductions with those for the monthly paid was taken in 1953, when the sub-clerical, typing and temporary clerk classes were brought on to an increasing scale of deductions (set out at Appendix A3) replacing the former varying flat rate *ad hoc* deductions.

#### **Post Office manipulative and engineering and allied grades**

20. The Post Office for many years had a more complex system for classifying the offices in which their manipulative and supervising grades are employed, but in 1951 it was agreed departmentally that this should be replaced by the three-tier system of differentiation. The amounts of the deductions for the weekly paid staffs among this class are, however, still those in force in 1952, not those set out in Appendix A3. The Post Office engineering and allied grades and their immediate supervisors continue to be paid on a two-tier system. (See paragraphs 456, note (ii) and 474, note (ii).)

**SCALES OF PAY, INCREMENTS AND RELATED MATTERS**

21. Most classes in the Civil Service are divided into two or more grades. Each grade has a scale of pay, a range of pay or a fixed rate. These may be expressed either as pounds per year (in which case the staff are paid monthly) or as pounds and shillings per week, i.e. the staff are paid weekly. Broadly speaking, staff of clerical officer level or rough equivalent and above are paid monthly while staff below this level are paid weekly. The generic term covering scales, ranges and fixed rates is "rate of pay".

22. Rates of pay, usually negotiated with staff representatives or settled by arbitration, are laid down for the different grades. Individuals may be paid more, but only in exceptional circumstances, e.g. where it is desired to attract specialists into the service at a relatively late stage in their careers, or where a reorganisation of the work produces new grades and new rates and the staff in post have to be safeguarded against reductions in pay.

**Scales of pay**

23. The most common method of payment is the scale of pay, on which the officer progresses from the point of entry (normally, but not always, the minimum, see Chapter 5) by regular annual increments to the maximum.

24. This progression is not altogether automatic. Every established officer is on probation, usually for one or two years, on first appointment, and his appointment is not confirmed unless he passes satisfactorily. Moreover there are efficiency bars on some scales (see paragraph 28), and increments may be withheld for serious inefficiency or disciplinary offences. Before the 1939-45 war an increment was allowed only on completion of a certificate by his superior that the officer had given approved service. To save work during the war a negative procedure was introduced under which accounts branches allowed increments unless notified that they should not do so. This procedure has been continued in most Departments.

25. An account of developments in the amounts of increments is in Chapter 11, paragraphs 161 to 177.

**Ranges of pay**

26. While a range of pay, like a scale, has a fixed minimum and maximum and a prescribed rate of increment, it differs from a scale in that the individual's point of entry (though not nowadays his subsequent progression) is entirely at departmental discretion. Ranges of pay are not very common and are used more for unestablished than for established staff.

**Fixed rates**

27. Fixed rates are found in three types of case. First, above £2,000 or thereabouts, where such rates are more common than scales; second, where a post below that level is at the top of a hierarchy; and third, among the lowest grades where, by analogy with the flat rates paid to industrial workers, flat rates (or very short scales) are prescribed for such grades as messengers and cleaners.

**Efficiency bars**

28. Where the duties of a basic grade with a long scale cover a considerable range, there is an efficiency bar at a point about two-thirds up the scale, and an officer can proceed beyond this bar only on obtaining a certificate that he is fully competent to perform the highest duties of the grade.

### Special progression, allowances, etc.

29. It is quite common in certain outside employments for an employee to be given a special advance of pay, or allowance, or gratuity, on account of specially meritorious performance. This practice is unknown in the Civil Service. There are cases where officers on scales of pay receive special incremental advances or special allowances on completion of a probationary period, or on acquiring or using certain qualifications: for example,

- assistant principals ;
- works group, basic grade officers ;
- inspectors of taxes ;
- typists' proficiency allowances ;
- language allowances.

30. Apart from such cases, officers may be given allowances above the scale of their grade if they are performing duties higher than the normal duties of the grade (e.g. private secretary duties or minor or part-time supervision) but not up to those of the next higher grade.

31. But the essential feature of these arrangements for departing from the normal scale of pay and the normal progression within it is that they are related to the nature of the duties or the qualifications required for them. Extra pay will not be given to an officer doing no more than the normal duties of his grade, however proficient may be his performance of them. In the Civil Service such exceptional merit may be recognised rather by accelerated promotion.

32. Though there have been changes of detail during recent years in the system here described, its main features have lasted for many years, and were not the subject of criticism by the Tomlin Commission.

## STARTING PAY

## STARTING PAY ON RECRUITMENT, PROMOTION OR ESTABLISHMENT

## 33. Entry to an established grade is normally by:—

direct recruitment from outside the Service through open competition ;  
 promotion from one grade or class to another either by competition or  
 by selection ; or

the establishment of temporary civil servants by competition or selection.

The following paragraphs set out only the broad outline of the code.

**Entry through open competition**

34. Recruits by open competition, whether they come from outside the Service or are already civil servants, normally enter at the minimum of the scale or at the appropriate age-pay where the scale has this feature. Thus, a clerical officer aged 16 enters at the minimum which is linked to age 16 ; one of 21 enters at the age 21 point ; one of 25 or over enters at the age 25 point, the highest point on this particular scale where the pay is linked to age.

35. Most of the exceptions to this rule are to be found in the specialist field, where, for example, credit may be given for useful pre-civil service experience. A more general exception, where a scale has no age-pay points, is the grant of incremental credit for a compulsory period of Forces service. Thus, an assistant principal with two years' Forces service enters not at the minimum but two points up the scale.

36. The foregoing deals in terms only with scale-paid staff ; the rules for range-paid staff are not now materially different, except that Departments have discretion to recruit above the minimum (see paragraph 26).

**Entry on promotion**

37. Until the end of the 1939-45 war, starting pay on promotion was calculated in one of two ways. In what was known as grade-to-grade promotion, entry into the higher scale was at the minimum in the great majority of cases. In what were known as class-to-class promotions,\* e.g. from clerical to executive officer, the officer received a promotion increase which was very roughly speaking one increment on the new scale. As a result of National Whitley Council discussions a five-year agreement was reached in 1949. This abolished the distinction between grade-to-grade and class-to-class moves for starting pay purposes. Staff were to enter either at the minimum or, if it were better, at their existing pay plus an increase of one-twelfth of the maximum, for men in London, of the higher scale, rounded down to the nearest £10 a year or 2s. a week, and subject to an over-riding maximum of £70 a year or 18s. a week. Thus clerical officers now promoted to the executive officer grade receive an increase of £60, i.e. one-twelfth of £800 rounded down. Similarly, executive officers promoted to be higher executive officers receive £70.

38. An officer cannot receive less than the minimum of the new scale or the pay appropriate to his age, as the case may be, or more than the maximum. Moreover, staff promoted to basic grades to which there is also

\* In such cases the scales usually overlapped.

direct recruitment, e.g. to executive officer, cannot receive more than they would be receiving had they entered the higher grade at the minimum age of recruitment and proceeded along the scale; this is known as the weight-for-age restriction. They may, however, keep their existing pay on a mark time basis (see paragraph 45 (vi)).

### Entry by establishment of temporary civil servants

39. Persons who have been recruited as temporaries may later be established. There is no National Whitley Council agreement on the calculation of starting pay on establishment. But the normal practice, where establishment is at the same level, is to allow entry into the established scale at existing temporary pay. As a general rule, however, the officer does not receive more than he would be getting had all his temporary service been on the established scale of pay.

### STARTING PAY ON ASSIMILATION

40. By starting pay on assimilation is meant the method of calculating a civil servant's pay when his grade is given a revised scale of pay. If, for example, a scale of £400 × 25 – £500 is increased to one of £450 × 25 – £550, some method must be devised for calculating the revised pay of a man at present getting £450.

41. Until 1948, there was no general agreement between the two sides of the National Whitley Council on the method appropriate. It is true that certain practices had developed but the Staff Side were not satisfied with the principle underlying them, which was to give less immediately than the full benefit of scale increases. For many years staff used to enter revised scales of pay in effect at their existing pay, but in the post-war period the method of assimilation tended to take the form of giving one, or possibly two, increments on the newly improved scale. As usual, nobody could receive less than the minimum or more than the maximum. Thus, the man on £450 might have entered at £450 plus £25 = £475. But there was no uniformity.

42. Several staff associations took the view that the only proper method was what is known as "corresponding points". The exact meaning of this will be explained below, but the broad intention of the principle is to put a man into the new scale at the point he would have reached had it been in force from the time he entered the grade. To revert to the example:

<i>Old Scale</i>						<i>New Scale</i>	
£						£	
400	...	...	...	...	...	450	
425	...	...	...	...	...	475	
450	...	...	...	...	...	500	
475	...	...	...	...	...	525	
500	...	...	...	...	...	550	

The man on £450 would go to £500 on the new scale. Similarly, a man on £475 would go to £525.

43. This issue was eventually taken to arbitration on a particular case, viz., that of clerical officers (see Chapter 20) and the Civil Service Arbitration Tribunal in their award in June, 1948, said "They desire to put on record their view that 'corresponding points' is the right principle to be adopted in relation to assimilation to revised scales of pay which are negotiated for



Civil Servants". In the following year, a National Whitley agreement laid down that this method would be used for all normal cases of revision of scales, whether effected by agreement, administrative action or arbitration (unless the Tribunal specifically awarded some other terms).

44. As indicated above, "corresponding points" assimilation involves setting out the old and new scales side by side in vertical columns with the minima opposite each other. The "corresponding points" will then be on the same horizontal lines and, subject to what is said in paragraph 45 (iii) and (iv) about those on the old maximum or above the point corresponding to the new one, officers take the new points exactly opposite to the old.

45. The following points of detail on the system are worth noting:

- (i) An officer cannot receive less than the minimum or more than the maximum of the new scale. Nor, as a general rule, may he receive less than the appropriate age-pay, though there are special cases where somewhat less or more than the age-pay applicable to future entrants is allowed.
- (ii) Where an officer's pay is between two points on the old scale, the corresponding point is calculated on a proportionate basis.
- (iii) An officer receiving more on the old scale than the point on that scale opposite the maximum of the new scale takes the new maximum.

*Example :—*

<i>Old Scale</i>						<i>New Scale</i>	
£						£	
200	...	...	...	...	...	...	200
220	...	...	...	...	...	...	225
240	...	...	...	...	...	...	250
260	...	...	...	...	...	...	275
280	...	...	...	...	...	...	300
300							

A man on £300, like the one on £280, goes, of course, to £300.

- (iv) Where a scale is lengthened, so that the point corresponding to the old maximum is below the maximum on the new scale, an officer who has been less than one year on the old maximum will go to the corresponding point, an officer who has been more than one year, but less than two, on the old maximum will take the corresponding point plus one increment, and so on.

*Example :—*

<i>Old Scale</i>						<i>New Scale</i>	
£						£	
200	...	...	...	...	...	...	220
220	...	...	...	...	...	...	240
240	...	...	...	...	...	...	260
260	...	...	...	...	...	...	280
280	...	...	...	...	...	...	300
						...	320
						...	340

A man with less than one year at £280 will go to £300, a man with more than one year but less than two will go to £320, and a man with two years or more will go to £340.

- (v) If the new scale has a higher rate of increment than the old, then the higher the individual is on the scale the larger will his corresponding point increase be.

Example :—

Old Scale				New Scale				Amount of Increase	
£				£				£	
250	...	...	...	275	...	...	...	25	
270	...	...	...	300	...	...	...	30	
290	...	...	...	325	...	...	...	35	
310	...	...	...	350	...	...	...	40	
330	...	...	...	375	...	...	...	45	
350	...	...	...	400	...	...	...	50	
370	...	...	...	425	...	...	...	55	
390	...	...	...	450	...	...	...	60	
410	...	...	...	475	...	...	...	65	
430	...	...	...	500	...	...	...	70	
450	...	...	...	525	...	...	...	75	

- (vi) At some stage, an officer may have been allowed to retain, on a mark-time basis, a rate of pay held (say on scale A) prior to entry into the scale (B), in order to avoid the drop in pay which would have resulted from the strict application of the starting pay rule in force at the time. Such mark-time pay, as its name suggests, does not attract annual increments: these are added to the lower correct (substantive) starting pay on scale B calculated under the normal rules as they would be but for the mark-time arrangements; in this way the substantive pay should eventually overtake and supersede the mark-time pay. If at some later stage the officer is assimilated to a new scale (C), under the current rule, these mark-time rates of pay (and also any personal rates of pay) are ignored, and entry to scale C is at the point corresponding to the correct (substantive) rate of pay on scale B. The old mark-time rate (or personal rate) may be retained if this is better than the new substantive pay.

46. The corresponding points method is not applicable where a pay revision is accompanied by a measure of reorganisation of duties and/or structure. *Ad hoc* assimilation terms, not necessarily involving any immediate increase, are used in such cases.

## CHAPTER 6

### SEX DIFFERENTIATION IN PAY

47. This subject was considered by the Tomlin Commission, who reported themselves divided almost equally into those who were not prepared to recommend the introduction of equal pay and those in favour of such a recommendation.

48. The system at present operative throughout the Civil Service as regards differentiation in pay as between men and women in grades common to both sexes is the result of a National Whitley Council agreement of 1937. This agreement specified, however, that the Staff Side representatives adhered to the principle of equal pay for men and women and that their acquiescence must be regarded as entirely without prejudice to their views on that principle.

49. The 1937 agreement provided that the following rules should apply to grades where there is common recruitment of men and women and where common conditions of employment obtain (i.e. to most grades where women are employed):

- (a) The differentiation between the men's scale and the women's at the maximum should not exceed 20 per cent.; in other words the maximum of the women's scale should not be less than 80 per cent. of the maximum for men in the same grade. (In the case of scales subject to provincial differentiation, the women's London scale is fixed by reference to that for men in London and from it the scales for women in intermediate and provincial centres are obtained by the application of the normal provincial differentiation arrangements.)
- (b) In fixing women's scales where such do not already exist the question of sex differentiation should be determined by reference to the measure of differentiation existing in the most closely comparable grades to which there is common recruitment of men and women.
- (c) Where the women's scale proceeds to a maximum in excess of 80 per cent. of the maximum of the men's scale the existing measure of differentiation should not be increased on the occasion of an improvement of scales unless such improvement represents in effect the application wholly or substantially of a scale of a more general character in respect of which a greater measure of sex differentiation obtains.
- (d) All percentages which would result from the strict application of the foregoing formulæ should be regarded as subject to minor adjustment in order to give round figures.
- (e) In the case of two grades where the men's scales touch or where there is a gap between the men's scales the maximum of the women's scale should not be less than the maximum of the men's scale in the grade below. The application of a similar arrangement to cases where the men's scales overlap is not necessarily excluded.
- (f) The differential between the men's and the women's maximum in any case should not exceed £175.
- (g) In the case of recruitment grades which form the lowest tier of a class and in which the recognised method of filling vacancies is by appointment at the minimum of the scale of candidates at or shortly after the age at which they acquire the prescribed academic or professional qualification, that minimum should be the same for the men's and the women's scale.

50. There are a few exceptions to the general rules. It has been decided that sex differentiation shall not apply

- (i) to the two highest grades in the administrative class, and
- (ii) to doctors, dentists and medical auxiliaries (totalling some 550).

51. There are also a few grades where the maximum is somewhat less than the 80 per cent. of that for men referred to in paragraph 49 (a). An example is that of women telegraphists in the Post Office, the reason being the difference in the conditions of service: the women, unlike the men, are not required to perform night work.

52. The Government's policy on equal pay was outlined in the House of Commons on the 16th May, 1952, by the Financial Secretary to the Treasury. The following is an extract from his speech during a debate on that date:—

"Our view is this. We wish to start the implementation of equal pay in the public service as soon as we can do so without serious prejudice to our national economic recovery. In our Election Manifesto 'Britain Strong and Free' we repeated what we had said in our manifesto at the Election of 1950, which was this:

'We hope that during the life of the next Parliament the country's financial position will improve sufficiently to enable us to proceed at an early date with the application in the Government service of the principle of equal pay for men and women for services of equal value.'

That remains our view."

53. In announcing the setting up of the Royal Commission the Chancellor of the Exchequer stated "The question of equal pay is within the terms of reference, but, as the House knows, the Government's policy on this matter has already been stated; namely, that we are in favour of the general principle, and that we hope to make progress on the matter as soon as the economic and financial circumstances of the country permit. I shall draw the attention of the Commission to this statement".

54. Subsequent to this announcement the following letter was sent to the Chairman of the Staff Side of the National Whitley Council explaining the Government's attitude on the inclusion of equal pay within the terms of reference of the Commission:—

*5th August, 1953.*

"DEAR DAY,

A number of Press statements have made much of the Chancellor's reply to a supplementary question that equal pay was within the terms of reference of the new Royal Commission on Civil Service pay. If, as I understand, the prominence given to this matter is giving rise to some misunderstanding, the Staff Side might like to have the matter put in its right perspective.

One of the main objects in setting up the Commission was to have further consideration of the principles that should govern Civil Service pay. Equal pay is of course a principle and for that reason you cannot technically avoid the inclusion of the equal pay principle in the scope of their enquiry. But, as the Chancellor explained in his reply to the supplementary Question, the Government's policy on equal pay has

already been stated, namely that they accept the principle and hope to make progress on the matter as soon as the economic and financial circumstances of the country permit.

As the Chancellor informed the House, he is drawing the attention of the Commission to this statement. I hope that this will dispel any misunderstanding as to the significance of the fact that equal pay is technically within the terms of reference of the Commission and will assure the Staff Side that the Government are not seeking to modify their policy on the basis of further advice.

Yours sincerely,

A. J. D. WINNIFRITH."

A. J. T. DAY, Esq., C.B.E.

In view of this position the Treasury does not propose to submit any further evidence on this subject.

## CIVIL SERVICE HOURS, OVERTIME AND LEAVE

55. The presentation of these three subjects is not easy, partly because of differences in practice in the Service and partly because the concept of hours contains several different but closely related problems. This Chapter begins by summarising general current practice for office staffs, goes on to do so for Post Office staffs and adds a note on certain special cases. It concludes with a short recital of the main developments in the fields of office staffs and Post Office workers. It does not cover the ramifications of the hours and leave code, e.g. Sunday duty arrangements, night and shift working, special arrangements for young staff. The total annual bill for overtime and extra duty allowances was some £17 million in 1951 and may now be about £18·5 million.

## Definitions

56. It will first be convenient to define some terms:—

- (i) "Conditioned hours" means hours that must be worked before overtime or E.D.A.\* is payable, or, in the case of the higher grades, the prescribed minimum hours of attendance.
- (ii) "Gross conditioned hours" means (i) including meal intervals.
- (iii) "Net conditioned hours" means (i) excluding meal intervals. (This distinction is not often relevant and "conditioned hours" will be used to mean "gross conditioned hours" except where the context demands a distinction.)
- (iv) "Working hours" means hours actually worked.
- (v) "Gross working hours" means (iv) including meal-times.
- (vi) "Net working hours" means (iv) excluding meal-times. (Again "working hours" will be used normally to mean "gross working hours".)

## PRESENT PRACTICE: OFFICE STAFFS

## Working hours

57. These are generally 45½ hours gross for established and temporary staff alike in most offices in London and in about three-quarters of the offices in the provinces, the rest being on 44.†

58. The intervals for lunch, with other short breaks which are sometimes allowed at discretion, amount to a little more than an hour (except on Saturday when none is allowed) and the net working week is therefore in general about 40 hours.

59. These hours are generally spread over a 5½ day week, i.e. the staffs work on Saturday mornings.

## Conditioned hours

60. Practice is not uniform but it can be summarised in general terms as follows:—

- (i) Established staffs in London are conditioned to 42 hours.
- (ii) Established staffs in the provinces are conditioned to 44 hours.

\* (See paragraph 65.)

† This paragraph rests on a return made by Departments in October, 1952.

- (iii) Most temporary staffs are conditioned to 44 hours both in London and the provinces. The principal exceptions are found in the professional and scientific field where some of the staffs in London are conditioned to 42.

### Overtime and similar payments

61. It will be seen from paragraphs 57 and 60 that regular overtime is being worked over a large area of the Service, the difference between conditioned and working hours being for the most part  $3\frac{1}{2}$  hours in London ( $45\frac{1}{2} - 42$ ) and  $1\frac{1}{2}$  elsewhere ( $45\frac{1}{2} - 44$ ).

62. It is not practicable to set out all the details of the overtime arrangements but, broadly speaking, they fall into four categories: full overtime, restricted overtime, extra duty allowance (E.D.A.) and long hours gratuities.

63. *Overtime.* By overtime is meant overtime arranged officially in advance; no pay is given for casual staying late. Full overtime rights are enjoyed by office staffs of approximately the clerical officer level and below on the following basis (subject to certain maxima)—

Up to 54 hours	...	...	...	Time and a quarter
Between 54 and 60	...	...	...	Time and a half
After 60	...	...	...	Double time

64. Executive officers and similar grades receive restricted overtime payment on the basis of plain time rates for overtime worked beyond four hours in excess of their conditioned hours. Thus an executive officer in the provinces conditioned to 44 hours has to work 48 hours before becoming eligible for overtime pay. These four hours are known as "free hours".

65. *Extra duty allowances.* These are paid to staffs who are not entitled to full overtime (i.e. are not eligible for overtime pay at all or only for restricted overtime) and who, if conditioned to a 42-hour week, are regularly working 44 or more, or if conditioned to a 44-hour week, are regularly working  $45\frac{1}{2}$  or more. The salaries must not, however, exceed £1,435 (men) or £1,255 (women). The limit was designed broadly to include the whole grade of principal, its equivalents and grades below, and to exclude all grades above. Staffs whose salary exceeds £1,435 (men) or £1,255 (women) are paid E.D.A. to bring their total salary and E.D.A. up to the amount they would have received had their salary been £1,435 (men) or £1,255 (women).

66. E.D.A. is 5 per cent. of pay for 42-hour grades regularly working 44 hours, 8 per cent. for those working  $45\frac{1}{2}$  and 3 per cent. for 44-hour grades working  $45\frac{1}{2}$ . These percentages correspond roughly to the excess of working over conditioned hours ( $45\frac{1}{2}$  is about 8 per cent. more than 42).

67. Whereas overtime pay is, generally speaking, paid only when the work is done, extra duty allowance is paid to staffs when on annual leave and sick leave.

68. *Long hours gratuity.* This is payable to certain members of non-overtime grades in the executive and similar classes whose salaries do not exceed £1,200 a year (men and women). Staff with salaries above £1,200 receive as much gratuity as will bring their remuneration up to what they would have got had their salaries been £1,200. The amounts are prescribed by a complicated formula related to conditioned hours, hours worked (which must be a minimum of 47 over a period of six months) and the amount of E.D.A. in issue. Not many staffs qualify for such gratuities in present circumstances.



## Leave

69. No civil servant is entitled as of right to be absent on leave for the number of days for which he is eligible or to receive any form of compensation if his annual allowance of leave is curtailed because of the demands of the work.

70. Subject to this proviso civil servants are eligible for periods of annual leave varying according to their class or grade and in some cases to their length of service. The period is usually expressed as so many working days a year and ranges from 18 days (i.e. three weeks) to 36 days (six weeks). The allowances vary but the examples below are typical. (Details as regards each class will be found in Part II of the Memorandum.)

Administrative class ... ..	36 days; after 10 years, 48* days.
Executive class, junior grade...	36 days
Executive class, higher grades	36 days; after 15 years' service in a grade eligible for 36 days' leave 48* days.
Clerical class, higher clerical officer grade ... ..	36 days.
Clerical class, clerical officer grade ... ..	24 days.
Clerical assistants ... ..	18 days; after 5 years, 21 days.
Typists ... ..	18 days; after 5 years, 21 days.
Shorthand typists ... ..	21 days; after 5 years, 24 days.

N.B.—These are examples of established staff. Temporary staff generally get less.

71. Absence on Saturday counts as a full day's leave and any casual absences (except for illness) are counted against an officer's allowance. Departments have discretion to allow a certain amount of leave (not Saturday mornings) to be taken in half days. The maximum is usually twelve half days.

72. Apart from specified periods of annual leave, civil servants generally are granted a day's leave with pay on prescribed public holidays, and may be further eligible for privilege holidays on the Saturday before Easter, on a day at Christmas and on the day appointed to be kept as Her Majesty's birthday. The total of public and privilege holidays is normally nine days a year.

73. Annual leave is normally counted sufficient to meet an officer's needs to be away from work for any personal reason. There is, however, provision for special leave with pay but within clearly defined limits, which are normally adjusted to take into account the amount of the individual officer's leave allowance. The purposes for which special leave is granted fall broadly into four categories:—

- (a) for purposes of good staff relations (e.g. joint meetings of Departmental Whitley Councils);
- (b) for urgent domestic affairs (e.g. bereavement) or for marriage;
- (c) for training in various forms of National Service;
- (d) when of direct benefit to the Service (e.g. specialized study and research).

To take care of other possible contingencies, Departments have discretion in individual cases to allow a restricted amount of special leave without pay, the dominant consideration being the interests of the Service.

\* While this entitlement still remains, so does a limitation to 36 in practice.



## PRESENT PRACTICE: POST OFFICE MANIPULATIVE STAFFS

### Hours

74. The normal conditioned and working hours of the rank-and-file grades are 48 gross spread over six days. The hours of manipulative supervising grades are generally 48, 44 or 42 (gross) a week according to the grade of officer and town of employment.

75. The meal reliefs vary according to the times of attendance, but average about  $3\frac{1}{2}$  hours a week. Additional reliefs are given on most telephone and telegraph operating duties. Time allowances are given for attendances at night and for attendances with a long covering period (see Chapter 26).

### Overtime

76. The rank-and-file grades and the lower supervising grades are eligible for overtime pay at the rates set out in paragraph 63 above. The higher supervising grades are normally not eligible for overtime pay but are eligible for E.D.A. and long hours gratuity like office staff (see paragraphs 65-68).

### Leave

77. The same general conditions apply as for office staff (see paragraphs 69 and 71). The current annual leave allowances of the Post Office manipulative grades range, according to grade, from 14 to 24 days for the rank-and-file grades, and from 21 to 36 days for the supervising grades. They are in addition entitled to a total of 6 bank and public holidays.

## PRESENT PRACTICE: POST OFFICE ENGINEERING STAFFS

### Hours

78. The normal weekly conditioned and working hours of the rank-and-file grades are generally 44 net, i.e. exclusive of meal and other reliefs, usually spread over five days. The normal weekly hours of the first-line supervising grades are "not less than 42 hours (gross)", spread over five or five and a half days.

### Overtime

79. The rank-and-file grades (but not supervising grades, apart from a small number employed on rota duties) are eligible for overtime payment at the following rates (subject to certain maxima):

First six hours during any one week	...	Time and a quarter.
Next six hours	... ..	Time and a half.
All above 12 hours	... ..	Double time.

### Leave

80. Again the same general conditions apply as for office staff (see paragraphs 69 and 71). The allowances range from 13\* to 18 days for rank-and-file grades and from 18 to 25 for supervising grades. These figures relate to staff working a five-day week (see paragraph 83). In addition the staff are entitled to a total of 6 bank and public holidays.

\* 12 during the period of qualification for establishment.

## PRESENT PRACTICE: NON-INDUSTRIAL CIVIL SERVANTS IN INDUSTRIAL ESTABLISHMENTS

81. Under an agreement made in 1946 the working week of Government industrial employees paid on an engineering basis (formerly 47 hours net) and of those paid on Fair Wage M Rates (formerly 48 hours net) were reduced to 44 hours without loss of pay, a five-day week being instituted. In the Government factories and workshops affected by this agreement there were, besides the industrial staff, a number of non-industrial civil servants—the supervisory grades and also clerical and scientific staff. The question arose whether these non-industrial civil servants should also in future work a five-day week.

82. The factory supervising grades (non-industrial) clearly had to have their working week changed along with that of the industrials. It was decided, therefore, that where a five-day week was introduced for industrials who formed a major or important element in a mixed industrial and non-industrial establishment, and where the nature of the non-industrial's work or the general organisation of the establishment was such that the non-industrial (including clerical and executive staff) could not be employed on days when the industrials were not present, a five-day week could be introduced for the non-industrial. Their working hours would remain unchanged (in general these were 44 hours gross) but the hours would be arranged within a five-day week.

83. The change to a five-day week involved an adjustment of leave entitlements to take account of the fact that five days instead of six would, in future, mean one week's leave. Leave allowances were, therefore, reduced by one-sixth (rounded to the nearest day) except in the case of the lower leave allowances. Allowances of between 18 days and 13 days inclusive were reduced by one-tenth, and allowances of 12 days (the lowest non-industrial allowance) remained unchanged.

84. This agreement did not affect overtime arrangements.

85. Parallel arrangements were introduced in 1947 for Post Office engineering grades (paragraphs 99-101).

## HISTORY: OFFICE STAFFS

### Hours

86. The hours of the Civil Service were laid down by the Order in Council, 1910, at not less than seven hours a day but with a half holiday on alternate Saturdays. The McDonnell Commission endorsed this 42-hour week but recommended that the daily hours should be re-arranged to allow a half holiday each week. Consideration of this recommendation was postponed because of the outbreak of war in 1914.

87. In 1920 the Reorganisation Committee of the Civil Service National Whitley Council recommended that the normal hours of attendance of the new general classes\* should be seven a day but that a half holiday should be granted each Saturday except when the state of business rendered this impracticable. (The hours were thus 38½ inclusive of lunch time.) The recommendation was accepted by the Council in respect of London staffs but the Official Side did not regard a 7-hour day as long enough for the provinces. As the Staff Side could not accept this view, a disagreement was recorded and a 44-hour week was introduced generally in the provinces. This week is expressed as consisting of eight hours a day Monday to Friday and four hours on Saturday.

\* These included some, but by no means the majority, of what are described as office staffs.

88. It was agreed by the Reorganisation Committee and accepted by the Council that payment for overtime by members of the clerical and lower grades should be made only for attendance in excess of 42 hours in any week. The rates of pay agreed for the administrative and executive classes and for the higher grade of the clerical class were stated to be inclusive of overtime, but by an Industrial Court Award in 1926 junior executive and higher clerical officers were made eligible for extra payment for prolonged periods of overtime.

89. During the war working hours rose to an average of 51 or more per week, while at the same time leave allowances were severely restricted. The Staff Side of the National Whitley Council, while fully recognising the necessity for these and other departures from pre-war practices, desired assurances that these practices, except where it might be agreed otherwise, would be restored after the war. Pledges were given to them to that effect. After the war hours were generally reduced until in 1947 the Government decided that the 45½ hour week then current must continue for the time being. The Staff Side accepted a two-year moratorium on the pledge to restore pre-war practices and as a measure of financial compensation for the middle grades not entitled to overtime pay the scheme of extra duty allowance was agreed. The moratorium agreement was extended for a further year in March 1950 and again subsequently.

#### Leave

90. The Order in Council, 1910, provided that the equivalent of the present administrative and controlling executive posts should receive 36 to 48 days after a stated period of service as had been the practice for many years. Second division clerks (i.e. executive grades) should have 14 to 24 days. The lower grades (not mentioned in the Order in Council) had 14 to 18 days. The McDonnell Commission recommended that their proposed new senior clerical class to take the place of the second division should have 18 to 30 days and the junior clerical class 12 to 24 days. The Reorganisation Committee of 1920 agreed the present leave allowances (see paragraph 70).

91. During the 1939 war leave absences were severely curtailed, the maximum granted to any officer being two weeks. After the war more generous periods of absence were granted by stages and from 1947 the full allowances have been permitted up to a maximum of 36 days, that is to say, the only restriction which now applies is in relation to those officers entitled to 48 days who are limited to 36.

92. The Government pledge to restore pre-war practices relates to annual leave as well as hours.

#### The 1949 offer

93. In an attempt to observe the spirit of the wartime pledges without actually returning to pre-war practices in every detail, and at the same time to go some way to meet the Staff Side claim for a five-day week, the Official Side in 1949 offered the following settlement which the Staff Side, after consideration by the annual conferences of the various organisations, rejected:—

- (a) A 10½-day fortnight with conditioned and working hours of 83 a fortnight for everybody in London (i.e. an increase of three working hours for those due under the pledge to revert to 38½ but a reduction of 2½ hours for those conditioned to 44) and 88 for those outside London; the total meals allowance each day except Saturday to be 70 minutes.

- (b) Reductions in annual leave of 48 days to 40, 36 to 30, and at the lower levels in the proportion of 12 : 10½, or at the lowest, left unchanged. These reductions were slightly more at the higher levels than the arithmetical adjustments strictly consequential on the introduction of the 10½-day fortnight.
- (c) The maximum leave for new entrants under 25 to be 24 days irrespective of grade.
- (d) Working hours to remain for the time being at 91 without any increase in overtime pay.

94. Since 1949 there have been conversations between the two sides but nothing has come of them.

## HISTORY: POST OFFICE MANIPULATIVE STAFFS

### Hours

95. It is on record that in 1872 the main manipulative grades worked 48 hours net, and that during the years 1890 and 1891 this became 48 hours gross by the introduction of half-hour refreshment reliefs on continuous 8-hour duties. The hours of work, among other conditions of these grades, subsequently came under examination by an Inter-Departmental Committee and by two Select Committees of the House of Commons (Tweedmouth Committee, 1896; Hobhouse Committee, 1907; Holt Committee, 1912), and to some extent by the Tomlin Commission, but no reduction of hours was recommended or has been made since. The net hours worked have, however, been gradually reduced over the years mainly by the extension of meal reliefs and the introduction of rest reliefs.

96. Before 1929 the normal hours of the supervising grades were 48 gross a week, but under an Industrial Court Award in that year they became generally 48, 44 or 42 (gross) a week according to grade and town of employment.

### Leave

97. The annual leave of the rank-and-file grades (ranging from 14 to 24 days) has remained virtually unaltered since an Inter-Departmental Committee (the Tweedmouth Committee) issued its report on the conditions of Post Office servants in 1897. In recent years the Union of Post Office Workers have been claiming, but have been refused, a minimum of three weeks annual leave for these grades.

98. The annual leave of the manipulative supervising grades (ranging from 21 to 36 days) was fixed by an Industrial Court Award in 1928.

## HISTORY: POST OFFICE ENGINEERING STAFFS

### Hours

99. For many years prior to 1947 the rank-and-file grades worked a 48-hour (net) week spread over five-and-a-half days. A five-day 44-hour (net) week was introduced for the rank-and-file grades under an agreement made in 1947.

100. From 1913 to 1920 the first-line supervisors (now known as inspectors and assistant engineers) worked 48 hours net, and from 1920 to 1947 not less than 42 hours a week, spread over six days, with a half holiday on Saturday afternoon when the state of the work permitted. The gross hours of

inspectors and assistant engineers remained unchanged when the five-day week was introduced for the rank-and-file in 1947 but, in the case of men required under the new arrangements to work a five-day week, the attendance normally given on Saturday morning was added to the attendance on the other five days.

### **Leave**

101. The annual leave of these grades was revised in 1912, 1924, 1931 and 1946, the last revision being associated with a major reorganisation of grading. Only minor changes have been made since.

102. The Post Office Engineering Union who represent the rank-and-file grades have a current claim for an increase in leave for practically all the grades they represent.

## CHAPTER 8

### SICK LEAVE

103. Under Article 6 of the Order in Council of 22nd July, 1920, the Treasury were empowered to make regulations to provide for conditions of service for those employed in H.M. Civil Establishments. The regulations made regarding sick leave were dated 6th June, 1929, and they have remained virtually unchanged since that date.

104. For all civil servants sick leave benefits are dependent upon the production of a certificate by a duly qualified medical practitioner and upon there being a reasonable prospect of return to duty. Where there is no reasonable prospect of return to duty, steps are taken to retire the officer on health grounds.

#### Established civil servants

105. The sick leave conditions for established civil servants are as follows. Sick leave may be allowed on full pay for a period not exceeding six months during any period of twelve months, followed by sick leave on half pay, provided that in any period of four years or less the total sick leave does not exceed twelve months. Sick leave in excess of twelve months is unpaid unless the officer has ten or more years' service, in which case the Treasury may authorize sick pay at a rate equal to the pension the officer would have received if retired at that date on health grounds, or half pay if this is less.

106. These are the conditions applicable to established civil servants generally, but there are variations to meet particular circumstances, e.g. civil servants whose health before appointment was known to have been impaired by service in the Armed Forces of the Crown.

#### Temporary civil servants

107. The existing sick leave terms for temporary staff were introduced in 1948. They are as follows:—

- (i) During the first year of service, sick leave on full pay may be allowed subject to a maximum of one week for every month of effective service.
- (ii) After twelve months' effective service, sick leave on full pay may be allowed up to the following maxima in any period of twelve months:—

Staff on annual salaries	... ..	3 months
Staff on weekly rates of pay and conditioned to a six-day week	... ..	78 working days
Staff on weekly rates of pay and conditioned to a five-day week	... ..	65 working days

After five years' service a civil servant who has exhausted his entitlement to sick leave on full pay may be allowed sick leave on half pay up to such a limit in any period of twelve months as those prescribed above.

- (iii) The terms of (ii) above are subject to the proviso that in any period of four years or less, sick leave does not exceed in the aggregate:—
- |   |        |                  |
|---|--------|------------------|
| Staff on annual salaries  | ... .. | 12 months        |
| Staff on weekly rates of pay and conditioned to a six-day week  | ... .. | 312 working days |
| Staff on weekly rates of pay and conditioned to a five-day week | ... .. | 260 working days |

## **General**

108. Departments may at discretion waive the requirement of a medical certificate for sick absence up to four days provided that not more than seven days of paid sick leave are allowed without medical certificate in any period of twelve months.

109. Special provision exists for particular cases of sick absence such as injury leave and maternity leave.

## **National Insurance**

110. Provision is made under the National Insurance Acts, 1946 and 1948 for compulsory insurance, and civil servants have the same entitlement as other citizens to the benefits which are provided.

111. The general principle followed is that a civil servant ought not to receive more pay when sick than when well. He is not, therefore, allowed to receive full pay in addition to National Insurance sickness or injury benefits. For reasons of administrative simplicity it has been arranged that civil servants, rather than claiming National Insurance benefits and receiving adjusted pay, may, when sick, continue to draw full pay (where they are eligible for full pay) on condition that they do not draw National Insurance benefits. Nearly all civil servants (both established and temporary) take advantage of this arrangement. Where the sick pay entitlement is less than full pay, the civil servant can claim National Insurance benefit, and the amount of his sick pay is, if necessary, adjusted to ensure that sick pay, together with National Insurance benefit, does not exceed full pay.

## SUPERANNUATION

112. The civil service superannuation system is governed by the Superannuation Acts, 1834 to 1950. In contrast to most other systems, whether in the public services or in private employment, it is non-contributory, i.e. the benefits are over and above the emoluments during service. The only exceptions to this are the schemes of pensions for widows and children and other dependants introduced by the Act of 1949: here the civil servant pays a contribution.

113. There is no superannuation fund, the amount required to pay the benefits as they fall due being voted annually by Parliament. Total provision made for these benefits (including Pensions Increase—see paragraph 134) in the Estimates for 1953-54 is £30,999,000. Expenditure under the Superannuation Acts (including Pensions Increase) during the previous five years has grown as follows:—

	£
1948-49 ... ..	21,426,000
1949-50 ... ..	23,140,000
1950-51 ... ..	25,521,000
1951-52 ... ..	25,846,000
1952-53 ... ..	28,400,000 (Provisional)

114. Only established civil servants are pensionable: unestablished employees may become eligible for gratuity on leaving the service.

## MAIN FEATURES

115. The main general features of the scheme (subject to elaboration and qualification in later paragraphs) are as follows:—

- Pension and lump sum are awarded on the basis of the retiring salary and the number of years service.
- They are normally awarded only on retirement after the minimum retiring age of 60.
- They may be awarded on earlier retirement on e.g. grounds of ill-health.
- In no circumstances can pension be awarded until ten years' reckonable service has been given. In cases of retirement with shorter service, or of death in service, gratuities may be payable.

## Scale of awards

116. Pension is awarded at the rate of one eightieth of retiring salary and pensionable emoluments for each year of reckonable service. In addition a lump sum (or "additional allowance") is paid at the rate of three eightieths of salary and pensionable emoluments for each year of reckonable service. (Details of the reckoning of service are set out in paragraphs 137-139.) No more than forty years' service up to the minimum retiring age may be reckoned. A civil servant who continues to serve thereafter may however reckon that further service subject to an overriding maximum of forty-five years' service in all; this applies equally whether he continues in an established capacity or continues after retirement in what is then known as a disestablished capacity (see paragraph 128). Salary and pensionable emoluments are averaged over the last three years of service for the purpose of these calculations.



## Widows' and children's pension scheme

117. The widow of a civil servant retired on pension may be paid a pension of one third of his pension, i.e. of the actual pension if he was a pensioner or, if he dies before retirement, of the pension which he would have been paid (see paragraph 123) if he had retired from ill-health on the date of his death. If he leaves any children under the age of 16 (or still receiving whole-time education) the widow may also be paid a children's pension varying, according to the number of children, from one twelfth to one third of the civil servant's pension. If there are eligible children but no widow the children's pension is at a higher rate.

118. About half the estimated cost of these benefits is paid by the total contributions of civil servants. The contributions of the individual may be made either by periodical deductions of one eightieth of salary or by a deduction from the lump sum or death gratuity payable at the end of service of one eightieth of pensionable salary and emoluments for each year of his service (i.e. one third of the lump sum).

119. All men who entered the Civil Service after 14th July, 1949, must participate in this scheme on marriage. Those who entered before that date had the option to do so.

## Dependants' pension scheme

120. This, like the widows' and children's scheme, is contributory but the rate of contribution varies according to the circumstances of each case. Unlike the widows' and children's scheme it is voluntary. Dependants' pensions are payable, according to the nature of the dependency, either for life or up to age 16 or to the end of the dependant's whole-time education if later. Generally this scheme is open to all men and women civil servants, with persons wholly or mainly dependent on them, who are *not* eligible to participate in the widows' and children's scheme.

## Allocation of pension

121. Subject to proof of good health, a civil servant may on retirement surrender up to one third of his pension in order to provide an actuarially equivalent pension for his wife or some other dependant. This provision may take the form either of a pension for his widow or other dependant after his death or of a pension to his wife during his lifetime which is doubled on his death. This scheme is voluntary and may operate in addition to the widows' and children's or dependants' scheme.

122. The following table is purely illustrative, showing the awards which would be made to men in various grades who retire after forty years' reckonable service having spent the last three years of their service at the maximum pay currently appropriate. In fact many civil servants retire with less than forty years' reckonable service, and some with more.

Grade	Salary			Pension			Widow's Pension			Lump Sum		
	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
Permanent secretary ... ..	4,500	-	-	2,250	-	-	750	-	-	6,750	-	-
Assistant secretary ... ..	2,100	-	-	1,050	-	-	350	-	-	3,150	-	-
Higher executive officer ... ..	995*	-	-	497	10	-	165	16	8	1,492	10	-
Clerical officer ... ..	570*	-	-	285	-	-	95	-	-	855	-	-
Postman ... ..	384	14	7*	192	7	3	64	2	5	577	1	9

The lump sum would be subject to deduction if contribution to widows', etc., pensions is being made in this way.

\* Exclusive of any extra duty allowance, overtime, etc., which are not pensionable.

### **Retirement on account of ill-health**

123. A civil servant may be retired on grounds of ill-health if the Treasury are satisfied that he is permanently incapacitated thereby, and may be granted immediately the pension and lump sum or the gratuity, if any, for which his service qualifies him. If, however, he has more than 10 but less than 20 years' reckonable service, his award may be calculated on 20 years (or on the number of years he would have served had he remained until five years after the minimum retiring age, if that is less than 20).

### **Death gratuities**

124. On the death of a civil servant who has served for not less than five years a gratuity of a year's pay or the lump sum he would have received had he retired on the day he died, whichever is the greater, may be paid to his legal personal representatives. If a pensioner dies shortly after retirement and the total of his lump sum and pension drawn up to the date of his death is less than one year's pay, a supplementary death gratuity may be paid to his legal personal representatives to make up the difference.

### **Retirement on abolition of office**

125. When a civil servant is retired in consequence of the abolition of his office or for the purpose of facilitating improvements in the organisation of the Department to which he belongs by which economy can be effected, he may be granted immediately the pension and lump sum or the gratuity, if any, for which his service qualifies him.

### **Premature retirement of persons aged 50 or over in the interests of efficiency**

126. If the Minister of a Department certifies that the retirement of a civil servant aged 50 or over is desirable in the interests of efficiency he may be granted immediately the pension and lump sum, if any, for which his service qualifies him.

### **Voluntary retirement**

127. No award may be made to a civil servant who resigns voluntarily below the age of 50, except for transfer to some approved form of employment (see paragraph 142). A civil servant may, however, retire voluntarily at any time after reaching the age of 50 without forfeiting any pension and lump sum for which his service qualifies him. But neither pension nor lump sum will be payable until he reaches the minimum retiring age unless the Treasury consider that immediate payment is justified on compassionate grounds.

### **Re-employment of pensioners**

128. A pension is liable to suspension or abatement if a pensioner is appointed to fill any office in any public Department. Pension is abated to the extent that, when added to the pay of the new office, it exceeds the pay of the old office at the date of retirement. If, however, the re-employment is continuous for at least one year the pension and additional allowance may be re-assessed, on final retirement, each year of re-employment within certain limits (see paragraph 116) being reckoned in the same way as established service and the whole award being calculated on the salary and pensionable emoluments in re-employment or prior to original retirement, whichever is the higher.

### **National Insurance abatement**

129. Entrants to the civil service on or after 1st March, 1948 will, subject to certain exceptions, have their civil service pension abated at the age of 65 (men) and 60 (women) to take account of the retiring pension for which they will qualify under the National Insurance Acts.

### **Short service gratuities**

130. A civil servant who retires on the ground of age, ill-health or abolition of office (but not of inefficiency), before completing the period of 10 years' reckonable service necessary to qualify for a pension may, if his service is not less than one year, receive a gratuity at the date of one twelfth of a year's pay for each year of reckonable service. If his service is not less than two years he may also receive an additional allowance at the rate of three eightieths of a year's pay for each year of reckonable service.

### **Marriage gratuities**

131. Women civil servants with not less than six years' service, unestablished and established, who resign on marriage may receive a gratuity of one month's pay for each year of established service (subject to a maximum of one year's pay) or of one week's pay for each year of service either established or unestablished whichever is the more favourable. These gratuities are non-statutory.

### **Unestablished staff**

132. A whole-time unestablished employee who resigns or is retired after not less than seven years' continuous service may receive a gratuity at the rate of one week's pay for each year of service. If he dies the gratuity is payable to his legal personal representatives. Some broken service may be regarded as continuous under Treasury direction. No gratuity is payable if he is dismissed for disciplinary reasons or resigns to avoid dismissal. Part-time service of not less than 18 hours per week may also earn gratuity, though in certain circumstances this will be calculated on half the full-time rate of pay.

### **Provision for cases of injury**

133. An Injury Warrant makes provision for payment, to civil servants and to unestablished employees, in certain circumstances of continuing allowances or gratuities in respect of injuries sustained or diseases contracted which are directly attributable to, and in the actual discharge of, their duties. In the case of death within seven years as a direct result of such injury or disease, continuing allowances or gratuities may be granted to certain dependants.

### **Pensions (Increase) Acts**

134. Although they do not form part of the superannuation scheme itself, the Pensions (Increase) Acts should be mentioned, in particular those of 1944, 1947 and 1952. These Acts, which also apply to teachers, local authority staffs, police, etc., provide that subject to certain conditions as to limits of pension and of income, Civil Service pensions issued before the war and at various dates up to 31st March, 1952, may be supplemented by various amounts.

**Eligibility**

135. To be eligible for a pension as an established civil servant a person must either hold his appointment from the Crown or, as in most cases, have been admitted to the Civil Service with a certificate from the Civil Service Commissioners, and must be paid from the Consolidated Fund or from moneys voted by Parliament. The expression "civil servant" is defined in the Acts as meaning such a person.

**Minimum retiring age**

136. This is normally 60 but it is 55 in the case of certain prison officers. It is reduced by three months for each completed year of service in certain "scheduled places" overseas, subject to a minimum retiring age of 55.

**Reckoning of service in the case of established civil servants**

137. *Established service.* Established service normally reckons for superannuation purposes at its actual length. Certain prison officers may count each year or part of a year, after the first twenty years, at twice the actual length. Officers with service in certain places abroad may count it as one and a half times its actual length. Subject to a Treasury direction, which must be laid before Parliament, a person becoming a civil servant after the age of forty may be allowed to count his service as eight-fifths its actual length.

138. *Unestablished service.* Continuous whole-time service preceding established service after age 18 may reckon as to one-half if rendered between 1st January, 1919, and 13th July, 1949, and in full if rendered thereafter. In the case of such service beginning before 27th June, 1935, reckoning may be in accordance with the practice then prevailing where exceptionally it was more favourable than the half-service rate. Continuous part-time service of not less than 18 hours per week may reckon as to a quarter if rendered between 1st January, 1919, and 13th July, 1949, and as to a half thereafter. Some broken service may be regarded as continuous under Treasury direction.

139. *"Medical rejects."* A person who was refused a civil service certificate solely on medical grounds may be employed on "medical reject terms". If he is subsequently established in accordance with the special arrangements existing for such cases he may reckon all his service in full from the original date of employment on these terms.

**War Service and National Service**

140. Subject to certain conditions service in the armed Forces or other work of national importance during the 1939-45 war which interrupted civil service, whether established or unestablished, may be reckoned accordingly, and service in the armed Forces, Merchant Navy or Mercantile Marine prior to civil service may be reckoned as unestablished service. Compulsory National Service which interrupts civil service may be similarly counted.

**Provision to meet cases of transfers to or from the Civil Service from or to other employment**

141. *The Public Office Rules* provide for the aggregation of service pensionable under the Superannuation Acts with certain kinds of service pensionable otherwise, e.g., Imperial and Colonial service and service in certain quasi-Government Departments, and for the apportionment of awards in respect of such mixed service.

142. *Approved employment.* The Treasury may if they consider it expedient declare other employment to be "approved employment". If a civil servant having transferred to such employment retires from it on reaching the appropriate retiring age or for ill-health, he may receive the benefits earned by his previous civil service.

143. *Transfer Rules.* Reciprocal arrangements exist for transfers between the Civil Service and a wide range of other public employment, e.g., Local Government, teaching or police service and service with certain Public Boards such as the National Coal Board and the British Electricity Authority. The Rules provide in most cases for the old employer (or his Superannuation Fund) to pay to the new a "transfer value"—a capital sum broadly representing the value of the transferring officer's accrued pension rights—and for the officer's previous reckonable service to be treated as service in his new employment for the purpose of the superannuation system there.

## THE PRINCIPLES ON WHICH PAY IS DETERMINED

144. The general principle by which the determination of Civil Service pay is regulated is what is known as the "Tomlin formula". This is not strictly a formula at all. The expression is intended to refer to those passages in the Report of the Tomlin Commission where they express in general terms the considerations which in their view ought to influence the fixing of civil service pay.

145. The relevant passages are as follows:—

## General Considerations

"297. Before dealing with particular matters affecting the conditions of service of civil servants, we think it desirable to indicate broadly the general considerations which we have borne in mind.

"298. The conditions of service of civil servants are not always determined by the same methods as those adopted in outside employment. We refer in Chapter XIII to the long chain of responsibility between the Crown as employer and individual civil servants, and to the fact that in public employment the test of profit or loss cannot normally be applied.

"These differences have led to a demand for a statement of the general principles by reference to which the remuneration and other conditions of employment of civil servants should be determined. We propose to refer briefly to some of the more recent pronouncements that have been made on this issue.

"476. Where the employer is a private individual, the terms of employment can be settled directly between the two parties to the contract. In substance the position is the same in large commercial companies where the corporate employer is represented by a board of directors as agents. Moreover in many cases the test of profit or loss gives some guidance to the staff costs which can be afforded.

"477. In the case of public employment not only is the test of profit or loss normally absent, but as between the Crown as employer and the individual civil servant the chain of responsibility is longer. The permanent Heads of Departments who represent the managerial element and are concerned with the detailed day to day administration of the Service, are themselves civil servants and enjoy only a delegated authority from Your Majesty's Ministers. The power of Ministers in turn is limited by their responsibility to Parliament, where questions as to the conditions of service of civil servants are frequently discussed.

"299. During the last 40 years four Resolutions have been passed by the House of Commons on the subject of fair wages, and the matter has been discussed on other occasions.

"300. The latest of these Resolutions, that of 10th March, 1909, is as follows:—

'The Contractor shall, under the penalty of a fine or otherwise, pay rates of wages and observe hours of labour not less favourable than those commonly recognised by employers and trade societies (or, in the absence of such recognised wages and hours, those which in practice

prevail amongst good employers) in the trade in the district where the work is carried out. Where there are no such wages and hours recognised or prevailing in the district, those recognised or prevailing in the nearest district in which the general industrial circumstances are similar shall be adopted. Further, the conditions of employment generally accepted in the district in the trade concerned shall be taken into account in considering how far the terms of the fair wages clauses are being observed. The contractor shall be prohibited from transferring or assigning, directly or indirectly, to any person or persons whatever, any portion of his contract without the written permission of the Department. Subletting, other than that which may be customary in the trade concerned, shall be prohibited. The contractor shall be responsible for the observance of the fair wages clauses by the sub-contractor.'

It will be observed that the Resolution makes no reference to direct employees of Government. On 8th March, 1910, however, in a debate on Army Estimates, an undertaking was given by the Government of the day to apply the terms of the Resolution to labour directly employed by Government. The practice in this matter was re-affirmed by the Prime Minister on 15th May, 1924, in answer to a question in the House of Commons.

"301. The MacDonnell Commission, in the section of their report dealing with 'a comparison of Civil Service procedure with business methods', stated that 'it is an accepted principle with all parties that Government should be a "model employer", but the forces which are brought to bear on the Government in relation to its servants are stronger than those which are brought to bear on employers. One result is to force up working expenses beyond a "business" level.' [Paragraph 87 of Chapter IX.]

"The Committee on the Pay, etc., of State Servants (the Anderson Committee) in their report dated 25th July, 1923, in dealing with the factors on which pay is based, stated:—

'In our view there is only one principle in which all the factors of responsibility, cost of living, marriage, children, social position, etc., are included—the employer should pay what is necessary to recruit and to retain an efficient staff.' [Paragraph 3.]

"The following occurs in Award 1325 of the Industrial Court dated 28th July, 1927, which dealt with the remuneration of the manipulative classes in the Post Office:—

'In their consideration of the claims and counterclaims, the Court have taken the view that the broad principle which should be followed in determining the rates of wages of Post Office servants, is that of the maintenance of a fair relativity as between their wages and those in outside industries as a whole, and as between the various classes within the postal service, with due regard to the adequacy of the payment for the work done and the responsibilities undertaken.' [Paragraph 23.]

### Evidence

"304. The Joint Consultative Committee, representing certain of the higher grades of the Service, expressed the view that 'the basis of remuneration in the Civil Service should be such as is sufficient to recruit men appropriate to the particular duties and retain them in the Service without losing their keenness or efficiency;' provided that 'in its application a

long view should be taken and that the State, which does not raise its general scales of pay in prosperous times should not have regard to immediate conditions if scales are being reviewed when times are not so good.' [Minutes of Evidence, page 729.]

" 305. The view of the Controller of the Establishments Department of the Treasury was expressed as follows:—

'The principles on which successive Governments have acted in regard to the remuneration of the Civil Service might, I think, quite briefly be summarised as follows: The first principle is that remuneration is only one of a number of factors in the conditions of service of civil servants, and that in fixing remuneration due regard must be had to those other factors in the conditions of employment of civil servants, notably security of tenure, prospects of promotion, leave and sick leave privileges, and pensionability. Subject to that, it has been held to be essential that the remuneration and other conditions of employment of civil servants, shall be adequate to ensure the recruitment to the Civil Service of a fully qualified staff, and the maintenance of an efficient and healthy public Service. It has followed from this principle that the rates of remuneration and other conditions of employment in the public Service must be such as to compare well with the rates of remuneration and other conditions of service normally available outside the public Service in competing occupations. Beyond that, it has been held that in order to achieve the main object to which I have referred, the recruitment of a fully qualified staff and the maintenance of a healthy and efficient public Service, it would not be right to prescribe for civil servants rates of remuneration and other conditions of service which were out of scale with the standards normally obtained amongst good employers outside the public Service. For the reasons I have given already, they must not be out of scale in the sense of their being on this comparison too low; nor on the same comparison ought they to be unduly high, because any such disparity between the conditions of service of civil servants and the conditions of service outside the Civil Service would have the effect of elevating civil servants into a privileged class, and so of doing an injustice to the community which *ex hypothesi* would be worse off, and has always to foot the bill. More than that, it has been held, if I may for a moment leave out of account the temporary expedient of bonus, that the remuneration of civil servants should, as far as possible, be so fixed as to endure for a considerable period of time. The result is that remuneration in the Civil Service is apt to fluctuate less from year to year than the remuneration in certain branches of outside industry where the terms of employment of the staff are subject to a more or less frequent variation according as that particular branch of industry is faring well or ill' [Question 49.]

### Conclusions

" 307. On the main question before us we think that, in essence, there is no inconsistency between the principles enunciated in the Resolution of 10th March, 1909, as applied to Government employees, in the report of the Anderson Committee, in Award 1325 of the Industrial Court, in the evidence of the Joint Consultative Committee, or of the Controller of the Establishments Department of the Treasury. The differences between these statements arise from the fact that some of them are directed mainly to the issue of principle and others to its practical application. Thus, the statement of the Joint Consultative Committee, which we think fairly expresses what should be the true aim, does not necessarily provide a



basis on which to form an immediate judgment as to the appropriateness of a particular rate of remuneration. For the purpose of an immediate test, the course of action suggested by the Industrial Court in Award 1325 is of special value. If there is such fair relativity as is indicated in that Award between the rates of pay of the class of civil servants under review and comparable outside rates, it may be assumed that a satisfactory staff will be recruited and retained.

"308. We agree that the closeness with which comparisons can be made varies. It is a simple matter to compare the rates paid to fitters in the Royal Dockyards with those paid to fitters in outside employment. It may be more difficult to make comparison in the case of, say, an executive officer. We are satisfied, however, that broad general comparisons between classes in the Service and outside occupations are possible and should be made.

"In effecting such comparisons the State should take a long view. Civil Service remuneration should reflect what may be described as the long-term trend, both in wage levels and in the economic condition of the country. We regard it as undesirable that the conditions of service of civil servants when under review should be related too closely to factors of a temporary or passing character.

"309. The following considerations must also be borne in mind. First, except in the lowest ranks the Civil Service is and must always be a graded service with fixed scales of pay and regulated complements of staff in each grade. . . .

"316. In our view the issue to be determined is how the present standard of remuneration in the Service compares with the wage levels prevailing in the country generally. For this purpose it is important to determine whether changes in Service remuneration in the last few years have reflected the general trend of wage levels in the country as a whole.

"344. The main conclusions reached on the bonus system are, therefore, as follows:—

(i) that the remuneration of civil servants should cease to be varied automatically in accordance with changes in the cost of living figure;

"It is not intended by (i) to suggest that the cost of living will not remain an important factor in the determination of remuneration. Due effect will, however, be given to this factor if Civil Service wages fluctuate in accordance with movements in general wage levels in outside industry which, in turn, are affected by marked and permanent changes in price levels."

146. There are difficulties about the "Tomlin formula" and the Commission will no doubt wish to take evidence about them.

## CHAPTER 11

### GENERAL DEVELOPMENTS IN CIVIL SERVICE PAY SINCE 1920

#### PAY INCREASES

147. Since 1920 the main developments in Civil Service pay viewed as a whole have been as follows:—

- (i) a cost of living sliding scale bonus system from 1920 to 1932 ;
- (ii) a period of consolidated rates from 1932 to 1940 ;
- (iii) a wartime bonus system from 1940 to 1945 ;
- (iv) a period of consolidated rates from 1945 to 1951 ;
- (v) a bonus system in 1952 (pay addition) ;
- (vi) a period of consolidated rates in 1953.

#### Cost of living bonus, 1920–1932

148. The cost of living bonus was a separate element in pay and varied automatically in accordance with movements in the Ministry of Labour's cost of living index. Reviews took place twice a year. Full compensation was given on the first 35s. a week (£91 5s. a year) (basic) ; thereafter the bonus, while tapering off as a percentage of basic pay, continued to increase in amount up to a basic salary point just below £1,100. Beyond that the amounts tapered off, at first slowly and then very rapidly, so that no bonus at all was payable on salaries of £2,000 and over.

#### Consolidated rates, 1932–1940

149. The majority of the members of the Tomlin Commission recommended that this bonus system should cease. The Government announced its acceptance of the recommendation in 1932 and in due course this was followed by the introduction between 1935 and 1937 of consolidated scales which were negotiated in the light of any relevant Tomlin recommendations.

#### War bonus, 1940–1945

150. In the light of the considerable and rapid increases in prices and in wages which took place soon after the outbreak of war in 1939, an agreement was reached on the National Whitley Council in the early part of 1940 for the payment of a bonus, separate from basic pay, to all civil servants at the lower levels of remuneration. And from then on, throughout the war, wage claims of a general character were dealt with by central, as opposed to grade-by-grade, negotiation.

151. The initial and subsequent rates of bonus for adult men were as follows:—

<i>Payment from</i>	<i>Amount of bonus and particulars of salary band</i>
*1st February, 1940 ...	3s. a week (£7 16s. a year) on salaries under 40s. a week (£104 7s. a year) (London).
	4s. a week (£10 9s. a year) on salaries of 40s. a week (£104 7s. a year) to 50s. a week (£130 8s. a year) (London).
	5s. a week (£13 1s. a year) on salaries over 50s. a week (£130 8s. a year) up to 95s. a week (£247 16s. a year) (London).

\* The various salary bands were fixed in terms of London salaries, i.e. correspondingly lower ceilings applied outside London to grades subject to provincial differentiation.

<i>Payment from</i>	<i>Amount of bonus and particulars of salary band</i>
† 1st March, 1941 ...	10s. a week (£26 2s. a year) on salaries up to £250 a year. 5s. a week (£13 1s. a year) on salaries over £250 but not exceeding £350 a year.
† 1st September, 1941 ...	5s. a week (£13 1s. a year) ceiling extended to £500 a year.
† 1st June, 1942 ...	13s. 6d. a week (£35 4s. a year) on salaries up to £250 a year. 7s. 6d. a week (£19 11s. a year) on salaries over £250 but not exceeding £500 a year.
† 1st June, 1943 ...	17s. a week (£44 7s. a year) on salaries up to £250 a year. 14s. a week (£36 10s. a year) on salaries over £250 but not exceeding £500 a year. £25 a year on salaries over £500 but not exceeding £850 a year.
† 1st November, 1943 ...	19s. a week (£49 11s. a year) on salaries up to £850 a year.
† 1st February, 1944 ...	19s. a week (£49 11s. a year) ceiling extended to £1,000 a year.
† 1st November, 1944 ...	23s. a week (£60 a year) on salaries up to £1,500 a year.

152. The settlements in the years up to 1943 were based mainly on information about movements in the field of industrial wages. From June, 1943, the increases reflected changes in rates of outside clerical workers.

153. It was agreed in November, 1945, that the bonus should be increased and at the same time merged with basic pay. The improved bonus, called for the purpose of this operation a consolidation addition, was as follows:—

<i>Payment from</i>	<i>Amount of consolidation addition and particulars of salary band</i>
† 1st November, 1945 ...	£78 a year on salaries up to £355 a year. £79 to £89 a year (by gradual steps) on salaries between £356 and £399 a year. £90 a year on salaries between £400 and £793 a year. £91 to £104 a year (by gradual steps) on salaries between £794 and £849 a year. £105 a year on salaries between £850 and £1,043 a year. £106 to £119 a year (by gradual steps) on salaries between £1,044 and £1,099 a year. £120 a year on salaries between £1,100 and £1,500. £119 a year to nil (by gradual steps) on salaries between £1,501 and £1,700.

† The salary limits fixed from these dates applied outside as well as in London, i.e. without adjustment for provincial differentiation.

154. In reaching this settlement account was taken of the results of a comprehensive Ministry of Labour enquiry into increases in pay above pre-war levels granted by outside employers not only at the industrial but also at the clerical and higher salary levels.

### Consolidated rates, 1945-1951

155. After this a start was made with the post-war review of the pay and structure of various classes (set out in detail in Part II of this Memorandum); consolidated scales of pay were agreed with effect from various dates ranging from 1st January, 1946, in the professional and technical field to 1st January, 1948, for the administrative class. (An interim measure of rounding-up of scales took place with effect from 1st January, 1947, for those classes whose post-war reviews had not by then been concluded.)

156. In February, 1948, the Government issued its White Paper on Personal Incomes, Costs and Prices (Cmd. 7321, see Document II) which followed a series of earlier Ministerial pronouncements on the necessity for wage-restraint. This policy came to be applied more and more strictly both inside and outside the Civil Service as the economic position of the United Kingdom deteriorated in 1949 and devaluation became necessary by September of that year. In the latter part of 1950, however, it became possible once again to contemplate increases in the Service, and a series of grade-by-grade settlements followed (described in Part II), the increases generally being of the order of eight to ten per cent.

### Pay addition, 1952

157. The autumn of 1951 saw a new development. The Staff Side of the National Whitley Council reached the conclusion that, in a period of rapidly rising prices, wages and salaries, it would be desirable to revert to the war-time method of central settlement of pay claims as opposed to the sectional or grade method. Thus the grade-by-grade approach would be replaced by a central approach. The Official Side agreed, and the pay addition settlement of 1st January, 1952, was duly reached. Under this civil servants had their scales of pay increased by a bonus or pay addition of the following amounts:—

- 10 per cent. on the first £500 of basic pay ;
- 5 per cent. on the second £500 of basic pay ;
- 2½ per cent. on the third £500 of basic pay ;
- £100 on salaries between £1,500 and £2,000.\*

158. No increase was given on salaries of £2,100 and over, but escalator provision was made for staff on salaries between £2,000 and £2,100, e.g. an officer on £2,050 received £50.

159. In 1952 prices and wages continued to rise, though not as steeply as in 1951. Accordingly the Staff Side presented a fresh claim for a further pay addition in the autumn of that year. The Official Side was not prepared to contemplate any more central settlements, at any rate in peace-time, and rejected the claim, affirming its willingness to examine grade claims.

\* This agreement was extra-Whitley and supplementary to the main agreement.

### Consolidated rates, 1953

160. Since the beginning of 1953 a series of individual settlements has been reached by agreement or by arbitration. The main settlements are of the following order:—

	<i>Increases for men</i>
Post Office manipulative classes ...	7s. a week (£18 a year).
Post Office engineering and allied grades	8s. a week (£21 a year).
Clerical officers, typists, clerical assistants and temporary clerks	7s. 6d. to 8s. a week (£19 to £21 a year).
Executive class ... ..	amounts ranging from £20 on £360 to £100 on £1,400 a year.
Works group of professional classes	amounts ranging from £20 on £430 to £40 on £1,535 a year. (But this settlement has been reopened by the I.P.C.S.—see Chapter 15.)

### DEVELOPMENTS IN INCREMENTAL STRUCTURE

161. The rest of this chapter describes the main general trends in incremental structure since 1931.

162. The civil service pay structure is normally characterised by

- (i) short scales for non-office grades such as messengers, cleaners and Post Office engineering labourers, and some of their supervisors ;
- (ii) long scales for many basic or recruitment grades, e.g., the executive officer or works group basic grade;
- (iii) medium length scales for office staffs in the middle ranges ;
- (iv) short scales for office staffs in the higher ranges—culminating, as stated in Chapter 4, in flat rates at the highest levels.

In this context, “short” means scales with from two to six points (both figures included) for adult males ; “medium” means scales with from six to ten points ; and “long” means scales with ten or more points.

163. When new scales have been devised the size and number of the increments proposed have been designed to achieve one or more of three main purposes:—

- (i) to provide a suitable annual reward ;
- (ii) to produce a scale of suitable length ;
- (iii) to make the assimilation increases accruing at different points on the old scale as equitable as possible.

164. One would not therefore expect to find any standardised incremental pattern throughout the Civil Service. And in fact this is so. Thus at the same salary level increments will vary as between different classes. The

executive officer scale, for example, covering the range £290 to £800, has increments of £30 from £290 to £470, then of £25 to £770 and again of £30 to £800. (On this scale £470 and £770 are described technically as "change-points.") But it would not necessarily follow from this that a scale of, say, £290 to £440 of some other grade would have increments of £30.

165. The following paragraphs must be treated as giving only the broadest possible picture and subject to numerous variations. They deal mainly with monthly paid staff. Weekly paid staff have followed the monthly pattern to some extent but the variations are even wider in this field.

166. It is not civil service practice to require that all scales must *end* with a complete increment. A scale may be described, for example, as £400 × £20 — £470; this means that a man entering the grade at the minimum will proceed by £20 increments to £460 and at the end of the next year receive one of only £10. This is known as a "restricted increment".

### Developments from 1931 to 1939

167. The range of increments introduced as a result of the Tomlin Report and subsequent negotiations may be illustrated by the following examples. In all cases the reference is to men in London.

<i>Grade</i>	<i>Scale</i> (£ a year unless otherwise stated)	<i>Rate of increment</i> (£ a year unless otherwise stated)
Messenger ...	52s.—62s. a week	2s. a week (5)
Clerical officer ...	85—350	Mixed, but 12 from 160 to 350 (160 was the 22 year age rate)
Executive officer ...	150—525	Mixed, but 18 from 195 to 525 (195 was the 22 year age rate)
Higher executive officer	550—650	25
Senior executive officer	700—860	25
Chief executive officer	900—1,050	30
Senior chief executive officer	1,050—1,200	30
Assistant principal	275—625	25 to 325 and then 30
Principal ...	800—1,100	30
Assistant secretary	1,150—1,500	50

*N.B.*—The assistant principal's increment seems high at this salary level, but cadet grades of this kind always have had increments higher than the normal.

### Developments during and immediately after the war

168. Increments were increased and made irregular by the war bonus and consolidation addition arrangements described in paragraphs 150-153. On the consolidation of the addition with basic pay in 1946 and 1947, regular incre-

ments were reintroduced. The following hypothetical example illustrates the process:

1939 <i>basic scale</i> (i)	<i>Consolidation addition</i> (ii)	<i>Basic scale plus consolidation addition</i> (iii) = (i) + (ii)	<i>Rounded scale</i> 1947 (iv)
£ a year	£ a year	£ a year	£ a year
300	78	378	380
318	78	396	400
336	78	414	420
354	78	432	440
372	83	455	460
390	87	477	480
408	90	498	500
420	90	510	510

Thus a basic scale of £300 × £18 — £420 became a consolidated scale of £380 × £20 — £510.

169. The 1947 pay revisions of two important grades, the clerical officer and executive officer, were both characterised by a shortening of the scale. The maximum was in future to be reached three years earlier than pre-war. To achieve this the following increments were introduced:—

Clerical officer	...	...	...	...	£15 and £20
Executive officer	...	...	...	...	£20 and £25

These changes had repercussions over a wide area of office staffs with long scales.

170. At higher levels the scales generally remained at their former length on revision, although the pre-war increment of £30 became £35 in the rough range between £1,100 and £1,300 a year.

171. As a result the following pattern emerged for short and medium scales:

<i>Salary</i> £ a year	<i>Increment</i> £ a year
up to 350	10
up to 500	15
up to 650	20
up to 1,000	25
up to 1,100	30
up to 1,300	35
at higher levels	50

*N.B.*—The salaries listed above were used to indicate the change-point from one increment to another on scales with more than one increment. But there were of course variations.

### Developments from 1949 to 1951

172. In 1949 the Chorley Committee recommended a scale of £1,500 × £75 — £1,800 × £100 — £2,000 for assistant secretaries. This recommendation was accepted and it led to a reconsideration of amounts of increments for short and medium scales at middle and higher levels. Subsequent arbitration awards and agreements increased the pay of clerical and executive staff.

The upward movement here and elsewhere caused the old increments to be raised: £20 increments became almost as numerous as those of £15 on the clerical scale and were largely superseded by increments of £25 on the executive scale. Similar changes were made in other long scales, some (as in the case of Ministry of Labour and National Service cadets) as a result of arbitration. For short and medium scales the pattern became:

<i>Salary</i>	<i>Increment</i>
£ a year	£ a year
Up to 500 ... ..	10, 15 or 20
Up to 750 ... ..	25
Up to 1,000 ... ..	30
Up to 1,200 ... ..	40
Up to 1,500 ... ..	50
Up to 1,800 ... ..	75
Up to 2,125 ... ..	100

*N.B.*—These salaries became the new change-points, see the note to the table in paragraph 171.

173. In many cases increments increased by greater percentages than minima and maxima and the scales consequently became shorter not only than in 1947 but also than in 1939. Also the change to a given rate of increment took place at a lower salary level than pre-war. Thus £30 increments began between £715 (the higher executive officer's minimum) and £750, whereas before the war they commenced somewhere between £800 (the principal's minimum) and £860 (the senior executive officer's maximum). There are, however, as the result of an arbitration award, important exceptions in the field of draughtsmen, the technical classes and allied grades. The pattern in this field conforms more nearly to that found pre-war.

174. The 1950-51 round of pay revisions was the first to which the principle of corresponding points assimilation was generally applied (see Chapter 5). It will be clear from that chapter that amount of increment has a very important effect on the amount of assimilation increase of staffs at intermediate scale points. An example will illustrate the point. Assume that a scale of £500 × £20—£600 is to be increased by £50 at minimum and maximum. If increments of £20 are retained on the new scale, the increases at intermediate points will be the same as at the minimum and maximum, i.e., £50. If, however, they are changed to £25, the effect is to give more at such points: thus:—

<i>Old scale</i>	<i>New scale</i>	<i>Increase</i>
£ a year	£ a year	£ a year
500	550	50
520	575	55
540	600	60
560	625	65
580	650	70
600		50

175. Difficulties also arise when, as during the 1950-51 round, it is desired to give approximately similar cash increases to related grades in the same broad salary bands, whether the scales are short, medium or long. Thus take two scales, one of £500 × £20—£700, and one of £600 × £20—£720. And



assume it is thought right to raise the level of increment to £25 in this salary band. This produces the following effect:—

<i>Grade I</i>		
<i>Old scale</i>	<i>New scale</i>	<i>Increase</i>
£ a year	£ a year	£ a year
500	550	50
520	575	55
540	600	60
560	625	65
580	650	70
600	675	75
620	700	80
640	725	85
660	750	90
680		70
700		50

  

<i>Grade II</i>		
<i>Old scale</i>	<i>New scale</i>	<i>Increase</i>
£ a year	£ a year	£ a year
600	650	50
620	675	55
640	700	60
660	725	65
680	750	70
700	770	70
720		50

It will be seen that a Grade I man on £660 has had an increase of £90, whereas a Grade II man has had only one of £65. If then the object of roughly equal cash increases is to be achieved, something has to be done about increments and it becomes increasingly harder to work to any uniform incremental pattern.

### Developments in 1952

176. Subsequent to the 1951 settlements, the pay addition of 1st January, 1952 (10 per cent. on the first £500, 5 per cent. on the second and 2½ per cent. on the third, with a flat £100 on salaries between £1,500 and £2,000) in effect increased the size of all increments below £1,500 and raised the changepoints set out in paragraph 172.

Increments increased in size as follows:—

<i>Old increment</i>	<i>New increment</i>
£ a year	£ a year
20 ... ..	22
25 ... ..	26 5s.
30 ... ..	31 10s.
40 ... ..	41
50 ... ..	51 5s.

Changepoints altered as follows:—

<i>Old changepoint</i>	<i>New changepoint</i>
£ a year	£ a year
500 ... ..	550
750 ... ..	802
1,000 ... ..	1,075
1,200 ... ..	1,280

# Developments in 1953

177. On consolidation there has been a tendency to return some way to the 1951 pattern, illustrated by the following (again hypothetical) example:

1951	1952	1953
<i>Basic scale</i>	<i>Basic scale</i>	<i>Consolidated scale</i>
(£570 × £25 —	<i>plus pay</i>	(£645 × £25 —
£745 × £30 — £800)	<i>addition</i>	£770 × £30 — £890)
£ a year	£ s. a year	£ a year
570	623 10	645
595	649 14	670
620	675 18	695
645	702 2	720
670	728 6	745
695	754 10	770
720	781 6	800
745	807 10	830
775	838 14	860
800	864 18	890

As regards the long scales, £20 and £25 increments together are now more numerous than £15 increments on the clerical officer scale; on the executive officer scale, the remaining £20 increments have now become £25 and a number of the old £25 increments have become £30 owing to the upward movements in salaries.

## PART II—THE CLASSES

### CHAPTER 12

#### INTRODUCTION TO PART II

178. This Part of the Memorandum describes the main civil service classes and sets out the main developments in recent years in their pay. It may prove of assistance having regard to the passage in the Commission's terms of reference which asks them to recommend whether any changes are desirable in the rates of pay at present in force for the main categories, bearing in mind in this connexion the need for a suitable relationship between the pay of those categories. The following chapters have been drafted so as to bring out recent changes in these relationships. They deal with the following groups of staff:—

- The administrative class
- The scientific officer class
- The works group of professional classes
- The executive class
- The experimental officer class
- The technical works, engineering and allied classes
- The architectural and engineering draughtsmen classes
- The clerical class
- The assistant (scientific) class
- The typing grades
- The clerical assistant class
- The machine operating class
- The class of temporary clerks
- The Post Office manipulative grades.
- The Post Office engineering and allied grades.
- The messengerial classes
- The general service class of cleaners.

179. The above covers approximately 600,000 out of the 744,512 civil servants listed in Chapter 2. The remainder are:—

- (i) in numerically small general service classes, each under 2,000, which are not widely employed; or
- (ii) in departmental grades whose pay is identical—or nearly so—with the pay of the comparable general service grade. Some of these will be mentioned in passing in the appropriate chapter; or
- (iii) in departmental grades whose pay can readily be derived from that of a comparable general service grade; or
- (iv) in very specialised departmental grades whose pay has had to be settled in the light of particular considerations or relativities; or
- (v) temporary staffs in grades where the rates of pay are the same for temporary and permanent staffs.

# CHAPTER 13

## THE ADMINISTRATIVE CLASS

### DESCRIPTION OF THE CLASS

#### Duties

180. The duties of the administrative class include the formation of policy, the co-ordination and improvement of Government machinery and the general administration and control of the Departments of the public Service.

#### Representation

181. It has a recognised staff association, the Association of First Division Civil Servants (F.D.A.).

#### Numbers and pay

182. The permanent staff in this class, with whom this Chapter deals, are divided into the following grades:—

	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men £ a year	Women £ a year
Permanent secretary to the Treasury	1	—	1	5,000	—
Permanent secretary ... ..	33	—	33	4,500	—
Deputy secretary ... ..	67	1	68	3,250	3,250
Under secretary ... ..	210	7	217	2,500	2,325
Assistant secretary ... ..	676	27	703	1,600–2,100*	1,423–1,950*
Principal ... ..	1,171	109	1,280	1,150–1,570	1,025–1,395
Assistant principal ... ..	257	35	292	470–855	470–750
Total [see note (iii)] ... ..	2,415	179	2,594		

N.B. (i) The scales are those relating to staff in London. Those marked \* include pay addition.

(ii) Some heads of smaller departments are graded as deputy secretary.

(iii) The class also includes 3 principal assistant secretaries on £2,125 (see paragraph 193 below) and 70 "other staff" on various rates.†

(iv) The rest of this Chapter will not be concerned with women's scales.

(v) The present and earlier men's scales are set out in detail in Appendix B.

#### Structure

183. The structure of the class may be described in the following general terms. The permanent secretary is the official head of the Department and is responsible to the Minister for all the activities of his Department. He will be assisted by 1 or 2 deputy secretaries. Below this there will be from 4 to 12 under secretaries carrying responsibility for advising Ministers either directly or through their supervisors, on major questions of policy and, as a rule, co-ordinating very large blocks of administrative work. Each under secretary will be assisted by a varying number of assistant secretaries in operational control of divisions and carrying responsibility for all day-to-day work done in the division. It is only questions of major policy that should normally be referred above this level. Each assistant secretary is supported by from 2 to 5 or 6 principals or senior executive staff, each of whom will be in charge of a branch or section of a division. He will in his turn be supported by a varying number of executive and clerical staff. Assistant principals form a training grade.

184. In addition to normal administrative work it is from the administrative class that Ministers and senior officials draw their private secretaries.

† These are heads and deputy heads of small Departments called by titles other than secretary, e.g. the Clerk of the Privy Council, and holders of various other administrative or near-administrative posts such as Road Transport Area Licensing Authorities.

usually of the rank of principal or assistant principal. Officers selected for these posts receive allowances varying in normal cases from £100 to £250 according to the post, partly in recognition of the added responsibility which they carry and partly in recognition of unusually long and irregular hours of work. At present there are some 150 officers occupying these positions.

## Recruitment

185. Recruitment to the assistant principal grade is either by open competition, held annually for candidates between the ages of 20½ and 24, or by limited competition for established civil servants between the ages of 21 and 28. One fifth of the vacancies are reserved for limited competition candidates. The open competition is conducted by two methods. Method I consists of a preliminary interview, an academic examination of university honours degree standard, followed by a final interview, the aggregate of marks determining the result. Candidates under Method II must have at least a second class honours degree, and they take a qualifying examination for entry to a series of tests of personal qualities at the Civil Service Selection Board. This is followed by a Final Interview Board, whose marking alone determines the result. The limited competition is run on similar lines to Method II, except that departmental nomination replaces the requirement of a second class honours degree.

186. There are opportunities for established members of the other classes to enter the principal grade or higher grades of the administrative class by promotion or transfer. The following table shows the promotions to the principal grade in the last few years:—

<i>Grade before promotion</i>	1949	1950	1951	1952	1953 (9 months)
	<i>Per cent.</i>	<i>Per cent.</i>	<i>Per cent.</i>	<i>Per cent.</i>	<i>Per cent.</i>
Assistant principal, open competition entrant ... ..	42.3	42.5	49	66.7	50
Assistant principal, limited competition entrant ... ..	30	31.7	21	11.1	21.7
General and departmental executive classes ... ..	25	21	26	19.4	26.2
Other classes ... ..	2.7	4.8	4	2.8	2.1
	100	100	100	100	100

## DEVELOPMENTS IN PAY AND STRUCTURE

187. For this purpose the history of the class may be regarded as dating from the Report of the Tomlin Commission. It may also be divided into three main stages, first the history up to the outbreak of war, second the history during the war and, third, the post-war history.

### Pre-war history

188. The Tomlin Commission found that the general conception of the administrative class and the main lines of the organisation were drawn on sound lines. They therefore endorsed the structure and proposed the following male London consolidated salary scales to supersede the previous basic scales plus bonus:—

	<i>£ a year</i>
Permanent secretary to the Treasury ...	3,500
Permanent secretary ... ..	3,000
Deputy secretary ... ..	2,200
Principal assistant secretary ... ..	1,700
Assistant secretary ... ..	1,150 × 50—1,500
Principal ... ..	800 × 30—1,100
Assistant principal ... ..	275 × 25—325 × 30—625

189. It will be seen that the structure of the class is broadly similar to that outlined in paragraph 182 above. The significance of the change from principal assistant secretary to under secretary will be dealt with in paragraph 193 below.

190. The Tomlin scales for all grades except principal assistant secretary and assistant secretary were duly introduced in 1935. Lower salaries for these two grades were introduced at that time as follows:—

	<i>£ a year</i>
Assistant secretary ... ..	1,150 × 50—1,450
Principal assistant secretary ... ..	1,450 × 100—1,650

In 1939 the Government decided to introduce the scales quoted in paragraph 188 above for the two grades concerned.

### History during the war

191. As stated in Chapter 11 above, it was decided during the war to settle civil service pay claims based on movements in prices and wages by central negotiation between the two Sides of the Civil Service National Whitley Council. For the administrative class this meant in general terms that the lower parts of the assistant principal scale attracted the amount of the increase received by the Civil Service generally. The upper part of that scale and the scale of the principal attracted somewhat larger ad hoc amounts, which represented much smaller percentage increases. Assistant secretaries received somewhat larger amounts, which represented still smaller percentage increases, and the higher grades nothing.

192. Apart from these changes in the pay structure of the class there were significant changes in grading structure. The normal pre-war pattern envisaged principal assistant secretaries as in charge of more important divisions with assistant secretaries in charge of less important divisions, though in some areas of the Service they acted as a grade intermediate between assistant secretaries and deputy secretaries. As a result of the increased volume and complexity of the work during the war, tendencies developed to set up other intermediate grades generally known as under secretaries and as a rule paid £1,900. The structure of the class came up for review in 1945 and 1946 and certain changes were made by T.C.20/45 and 19/46 (circulated as Documents III and IV).

193. These circulars may be summarised as follows:—

(i) They laid down the following male London salary scales—

	<i>£ a year</i>
Permanent secretary to the Treasury ...	3,750
Permanent secretary ... ..	3,500
Deputy secretary ... ..	2,500
Under secretary ... ..	2,000
Assistant secretary ... ..	1,200—1,700 plus war bonus of 60 up to 1,500*
Principal ... ..	800—1,100 plus war bonus of 60*
Assistant principal ... ..	275—625 plus war bonus of 60*

Increased pay was thus given to all grades, except principals and assistant principals.

\* Before the announced effective date for this pay revision, viz., 1st January, 1946, had arrived, war bonus had been replaced, with effect from 1st November, 1945, by consolidation additions ranging from £78 to £90 for assistant principals and from £92 to £120 for principals, and from £120 down to nil at the scale maximum for assistant secretaries.

- (ii) The work and status of permanent secretaries, deputy secretaries and principals remained unchanged.
- (iii) The grade of principal assistant secretary was abolished, most of the posts being upgraded to under secretary, the concept of which grade was as stated in paragraph 183 above, viz., that it should be responsible for major questions of policy. All divisions, regardless of importance, were to be allocated to assistant secretaries. The few principal assistant secretaries whose posts were not suitable for regrading as under secretary remained as principal assistant secretaries on a new rate of £1,800 on a personal basis. The grade of principal remained unchanged in its concept and functions.
- (iv) The grade of assistant principal was in future to be regarded essentially as a training grade. The number of recruits was to be determined centrally by the Treasury with a careful eye on the needs of the Service as a whole and their intake was to be controlled, so that a fully qualified assistant principal might normally expect promotion within about seven years' service. Work that before the war had been done by assistant principals who under this scheme would no longer be available would be transferred—normally to higher executive officers.

### Subsequent pay history

194. This is not easy to summarise and it is most convenient to divide into the history of:—

- (i) assistant principals and principals ;
- (ii) under secretaries and above ;
- (iii) assistant secretaries.

### Assistant principals and principals

195. The rates of pay for these grades have been settled since the war by the normal process of negotiation and arbitration. The revisions have formed, broadly speaking, part of the general movements in the middle reaches of the Service. The staff have also benefited from the introduction of the 8 per cent. extra duty allowance (see Chapter 7). The F.D.A. were, however, far from satisfied with the immediate post-war position and submitted a claim for greatly increased pay for the class as a whole, including of course the two grades now under discussion. The Treasury felt unable to meet this claim but the position changed in the latter part of 1947 when a comprehensive settlement for the executive class was reached, dating from 1st October, 1947. Under this settlement the middle reaches of the Service generally received increases of the order of £50 a year. A settlement was therefore concluded with the F.D.A. covering the two grades of assistant principal and principal. Its effect may be seen by comparing the 1946 consolidated scales with those introduced as from 1st January, 1948.

				1946 scale (Basic pay plus consolidation addition) £ a year	1948 scale £ a year
Assistant principal	...	...	...	353—715	400 × 25—450 × 30—750
Principal	...	...	...	892—1,220	950 × 30—1,100 × 35—1,250

196. There are two features of the assistant principal scale which call for special comment. First, in view of the introduction of National Service for the country as a whole, it was decided to allow incremental credit for Forces service up to a maximum of two increments. Thus an assistant principal with one year's military service entered at £425, an assistant principal with two years or more entered at £450. Second, the scale now included a jump of £50 (in addition to the normal annual increment) after two years' service in the grade (or on completion of probation if later). It was felt right to give the young assistant principal a somewhat enhanced rate of salary more closely related to his usefulness after passing probation. This improvement was accompanied by a reduction for future entrants in the amount of private secretary allowances. These were reduced from £200 and £150 to £150 and £100, it being felt that the previous arrangements represented too marked a difference in the value of the work done by assistant principals in private offices and that done by those elsewhere. In other words, £50 of the jump in pay previously attained by an assistant principal when he became a private secretary was anticipated so as to become payable on his passing his initial probation period.

197. The F.D.A. remained dissatisfied with the rates of pay, but were unable to make effective progress pending the deliberations of the Chorley Committee on the higher grades (see paragraph 200 below). When it was finally decided to introduce the recommendations of this Committee for the higher grades, negotiations were resumed on the pay of principals and assistant principals. An agreed settlement was reached for the following revised scale for *principals* to take effect from 1st August, 1950:—

				<i>£ a year</i>	
Old Scale ...	...	...	950	$\times 30$ —	$1,100 \times 35$ —1,250
New Scale ...	...	...	1,000	$\times 40$ —	$1,200 \times 50$ —1,375

As regards *assistant principals*, the Treasury took the view that there was no case for an improvement over the 1948 settlement. The F.D.A. were unable to accept this view and the matter was referred to arbitration. The Tribunal found, in favour of the Treasury in February, 1951.

198. Assistant principals and principals were covered by the pay addition settlement of January, 1952. Their inclusive scales thus became:—

				<i>£ s. a year</i>	
Assistant principal ...	...	...	440. 4—	812. 10	
Principal ...	...	...	1,075. 1—	1,459. 7	

(The cumulative effect of these revisions is set out in tabular form in Appendix B.)

199. In 1953 the F.D.A. submitted a claim for substantial increases for all grades. This was based on the principle of giving a 100 per cent. increase on 1939 rates and thus produced effective increases on current rates ranging up to 50 per cent. The Treasury rejected the claim but offered to improve the scales of assistant principals and principals by about 3 per cent. in the light of changes since 1st January, 1952. This offer was rejected and the claim for principals went to arbitration in November, 1953. The Tribunal awarded the following consolidated scale with effect from 1st January, 1953:—

$$£1,150 \times £40—£1,190 \times £50—£1,570$$

The following consolidated scale for assistant principals was agreed with the F.D.A. with effect from 1st January, 1953:—

$$£470 \times £30—£680 \times £35—£855$$



### Under secretaries and above

200. Since for these grades too the F.D.A. were dissatisfied with the post-war structure and scales introduced by the Government in 1946, the first Chorley Committee was set up in February, 1948, to examine the rates of pay of permanent secretaries, deputy secretaries and under secretaries. It duly reported in September, 1948 (Cmd. 7635, circulated as Document V) and recommended increases as follows:—

	<i>Old rate</i> <i>£ a year</i>	<i>New rate</i> <i>£ a year</i>
Permanent secretary to the Treasury ... ..	3,750	5,000
Other permanent secretaries ... ..	3,500	4,500
Deputy secretary ... ..	2,500	3,250
Under secretary ... ..	2,000	2,500

201. The Government felt unable to introduce these increases at once in view of the need for wage restraint. They did, however, undertake to introduce them with gradual effect starting as from 1st October, 1949. At this stage the devaluation crisis supervened and the Government felt obliged to withdraw the undertaking. It was not until August, 1950, that they felt able to renew making a start with the proposals. The new rates were therefore introduced with gradual effect as from 1st October, 1950, and with full effect as from 1st October, 1951. There has been no change since that date. (The cumulative effect of these revisions is set out in Appendix B.)

### Assistant secretaries

202. In addition to dealing with under secretaries and above, the first Chorley Committee recommended that the maximum for assistant secretaries should be increased from £1,700 to £2,000. Negotiations took place between the Treasury and the F.D.A. as to the appropriate minimum and incremental progression. It proving impossible to reach an agreed settlement, the matter was referred to the second Chorley Committee, who recommended the following scale:—

$$£1,500 \times £75—£1,800 \times £100—£2,000$$

This again was not introduced at once. On 1st October, 1950, however, when a start was made with introducing the revised rates for the higher grades, the new scale for assistant secretaries was introduced in full and at once.

203. The assistant secretary grade was not covered in terms by the general pay addition settlement of 1952, but under the supplementary settlement<sup>1</sup> which gave all staff between £1,500 and £2,000 a year an ad hoc  $\frac{1}{2}$  addition of £100 (paragraph 157 above), the assistant secretary scale became £1,600—£2,100 where it remains.

### HOURS AND LEAVE

#### Hours and overtime

204. Members of the administrative class are conditioned to a week of 42 hours gross in London and 44 in the provinces including meal intervals. Assistant principals and principals come within the scope of the extra duty allowance scheme described in paragraphs 65-67. Most administrative staff are employed in offices working a 45½ hour week at present.

#### Annual leave

205. Members of the class are normally allowed 36 days' leave rising to 48 after ten years' service. This allowance is at present restricted to 36 days.

15 per cent. in the Department of Scientific and Industrial Research, 14 per cent. in the Admiralty and 6 per cent. in the Air Ministry. The remainder are spread over about twenty other Departments, the principal ones being the Ministry of Agriculture and Fisheries, the British Museum (Natural History), the Ministry of Fuel and Power, the Government Chemist's Department and the Post Office. The distribution of the class by Departments is shown in more detail in Appendix C2.

214. It is not possible to define with precision the duties of the various grades but, broadly speaking, the duties of the grades above principal scientific officer include responsibility for the administration and direction of scientific work while the principal scientific officer and lower grades concentrate on the scientific work itself. But posts of senior principal scientific officer and above may, with Treasury authority, be created for outstanding individual research workers. These posts are additional to the normal organisational complement. Examples of the organisation of certain establishments in the Department of Scientific and Industrial Research are given in Appendix C3. The organisation in Defence establishments follows the same general pattern as that in the civil establishments.

### **Recruitment**

215. Recruitment is by continuous open competition (i.e. with no closing date) to both the scientific officer and senior scientific officer grades; the normal age limits are 21 and 28 for scientific officers and 26 and 31 for senior scientific officers with extension for service on a regular engagement in H.M. Forces. It is envisaged that in normal circumstances not more than 15 per cent. of the successful candidates will be appointed to the senior scientific officer grade but the proportion has been rather higher in recent years. Specialised posts in the principal scientific officer grade and above are also occasionally filled by open competition. The minimum qualification required by the Civil Service Commission for entry to the competitions is a university degree with first or second class honours in a scientific subject (including engineering) or in mathematics or an equivalent qualification. Candidates not in possession of such a qualification may, however, at the discretion of the Commissioners, be admitted to the competitions if they have high professional attainments. For the senior scientific officer competition, candidates are required, in addition, to have had at least three years appropriate post-graduate or other approved experience. Applicants are required to submit details of their qualifications and likely candidates are chosen to appear before a selection board appointed by the Commissioners. In making recommendations for appointment, the selection board gives weight to the candidate's capacity for original research or development work. There are also opportunities for members of the experimental officer class aged at least 31 to enter the scientific officer class by class-to-class promotion.

## **DEVELOPMENTS IN PAY AND STRUCTURE**

### **Post-war reorganisation**

216. As indicated in paragraphs 206-208 above, the scientific classes were completely reorganised with effect from 1st January, 1946. The Government proposals provided for the scientific officer class to be brought into closer relationship with the administrative class, viz. :—

“The salaries of the most highly qualified members of the Scientific Service are to be brought into relationship with those of the Administrative Class; at the recruitment stage they are to be aligned to them . . . A scale structure identical with that of the Administrative

Class would not meet the requirements of the scientific organisations; but highly qualified scientific graduates will be recruited, as Scientific Officers, to the same salary scale as Assistant Principals (subject to a lower maximum to allow for an additional grade); and Principal Scientific Officers will receive the same salary as Principals."

217. Special arrangements for starting pay were made to attract graduates with research qualifications; provision was also made for direct recruitment to the senior scientific officer grade. The Government also agreed that the career prospects of the scientific officer class should be improved and that complements should be arranged so as to ensure that every officer of proved ability should have a reasonable expectation of reaching the principal scientific officer grade in a reasonable period. Provision was also made for the creation of the special posts, for outstanding research workers, referred to in paragraph 214 above.

218. The I.P.C.S. did not agree to the Government's proposals, particularly in the absence of information about future complements; they also objected to the application of provincial differentiation. The White Paper scales were therefore introduced by administrative action. Certain of these scales attracted consolidation addition and these were rounded up and consolidated with effect from 1st January, 1947. The immediate post-war scales were therefore as follows:—

	<i>White Paper scale 1.1.46</i>	<i>White Paper scale plus consolidation addition</i>	<i>Consolidated scale 1.1.47</i>
	<i>£ a year</i>	<i>£ a year</i>	<i>£ a year</i>
Posts above Chief scientific officer ... ..	Various	not applicable	not applicable
Chief scientific officer ... ..	2,000	"	"
Deputy chief scientific officer ... ..	1,600 × 50—1,800	"	"
Senior principal scientific officer ... ..	1,200 × 50—1,400	1,320—1,520	1,320 × 50—1,520
Principal scientific officer ... ..	800 × 30—1,100	892—1,220	900 × 30—1,080 × 35—1,220
Senior scientific officer ... ..	550 × 25— 750	640— 840	650 × 25— 850
Scientific officer ... ..	275 × 25— 500	353— 590	360 × 25— 600

### History after reorganisation

219. For this purpose the class can conveniently be considered in three sections.

#### Posts above chief scientific officer

220. The proposals contained in the White Paper were, with certain modifications, introduced as and when the need for such posts arose. The salaries were subsequently revised in the light of the report of the Chorley Committee (see paragraph 200). (Details of these revisions are given in Appendix C1.)

#### Chief scientific officer, deputy chief scientific officer and senior principal scientific officer

221. Following the report of the Chorley Committee the scales for these grades were revised with effect from 1st October, 1950; the revised scales were:—

	<i>£ a year</i>
Chief scientific officer ... ..	2,500
Deputy chief scientific officer ... ..	1,850 × 100—2,125
Senior principal scientific officer ... ..	1,500 × 75—1,750

15 per cent. in the Department of Scientific and Industrial Research, 14 per cent. in the Admiralty and 6 per cent. in the Air Ministry. The remainder are spread over about twenty other Departments, the principal ones being the Ministry of Agriculture and Fisheries, the British Museum (Natural History), the Ministry of Fuel and Power, the Government Chemist's Department and the Post Office. The distribution of the class by Departments is shown in more detail in Appendix C2.

214. It is not possible to define with precision the duties of the various grades but, broadly speaking, the duties of the grades above principal scientific officer include responsibility for the administration and direction of scientific work while the principal scientific officer and lower grades concentrate on the scientific work itself. But posts of senior principal scientific officer and above may, with Treasury authority, be created for outstanding individual research workers. These posts are additional to the normal organisational complement. Examples of the organisation of certain establishments in the Department of Scientific and Industrial Research are given in Appendix C3. The organisation in Defence establishments follows the same general pattern as that in the civil establishments.

### **Recruitment**

215. Recruitment is by continuous open competition (i.e. with no closing date) to both the scientific officer and senior scientific officer grades; the normal age limits are 21 and 28 for scientific officers and 26 and 31 for senior scientific officers with extension for service on a regular engagement in H.M. Forces. It is envisaged that in normal circumstances not more than 15 per cent. of the successful candidates will be appointed to the senior scientific officer grade but the proportion has been rather higher in recent years. Specialised posts in the principal scientific officer grade and above are also occasionally filled by open competition. The minimum qualification required by the Civil Service Commission for entry to the competitions is a university degree with first or second class honours in a scientific subject (including engineering) or in mathematics or an equivalent qualification. Candidates not in possession of such a qualification may, however, at the discretion of the Commissioners, be admitted to the competitions if they have high professional attainments. For the senior scientific officer competition, candidates are required, in addition, to have had at least three years appropriate post-graduate or other approved experience. Applicants are required to submit details of their qualifications and likely candidates are chosen to appear before a selection board appointed by the Commissioners. In making recommendations for appointment, the selection board gives weight to the candidate's capacity for original research or development work. There are also opportunities for members of the experimental officer class aged at least 31 to enter the scientific officer class by class-to-class promotion.

## **DEVELOPMENTS IN PAY AND STRUCTURE**

### **Post-war reorganisation**

216. As indicated in paragraphs 206-208 above, the scientific classes were completely reorganised with effect from 1st January, 1946. The Government proposals provided for the scientific officer class to be brought into closer relationship with the administrative class, viz.:-

"The salaries of the most highly qualified members of the Scientific Service are to be brought into relationship with those of the Administrative Class: at the recruitment stage they are to be aligned to them . . . A scale structure identical with that of the Administrative

Class would not meet the requirements of the scientific organisations; but highly qualified scientific graduates will be recruited, as Scientific Officers, to the same salary scale as Assistant Principals (subject to a lower maximum to allow for an additional grade); and Principal Scientific Officers will receive the same salary as Principals."

217. Special arrangements for starting pay were made to attract graduates with research qualifications; provision was also made for direct recruitment to the senior scientific officer grade. The Government also agreed that the career prospects of the scientific officer class should be improved and that complements should be arranged so as to ensure that every officer of proved ability should have a reasonable expectation of reaching the principal scientific officer grade in a reasonable period. Provision was also made for the creation of the special posts, for outstanding research workers, referred to in paragraph 214 above.

218. The I.P.C.S. did not agree to the Government's proposals, particularly in the absence of information about future complements; they also objected to the application of provincial differentiation. The White Paper scales were therefore introduced by administrative action. Certain of these scales attracted consolidation addition and these were rounded up and consolidated with effect from 1st January, 1947. The immediate post-war scales were therefore as follows:—

	<i>White Paper scale 1.1.46</i>	<i>White Paper scale plus consolidation addition</i>	<i>Consolidated scale 1.1.47</i>
	<i>£ a year</i>	<i>£ a year</i>	<i>£ a year</i>
Posts above Chief scientific officer ... ..	Various	not applicable	not applicable
Chief scientific officer ... ..	2,000	"	"
Deputy chief scientific officer ... ..	1,600 × 50–1,800	"	"
Senior principal scientific officer ... ..	1,200 × 50–1,400	1,320–1,520	1,320 × 50–1,520
Principal scientific officer ... ..	800 × 30–1,100	892–1,220	900 × 30–1,080 × 35–1,220
Senior scientific officer ... ..	550 × 25– 750	640– 840	650 × 25– 850
Scientific officer ... ..	275 × 25– 500	353– 590	360 × 25– 600

### History after reorganisation

219. For this purpose the class can conveniently be considered in three sections.

#### Posts above chief scientific officer

220. The proposals contained in the White Paper were, with certain modifications, introduced as and when the need for such posts arose. The salaries were subsequently revised in the light of the report of the Chorley Committee (see paragraph 200). (Details of these revisions are given in Appendix C1.)

#### Chief scientific officer, deputy chief scientific officer and senior principal scientific officer

221. Following the report of the Chorley Committee the scales for these grades were revised with effect from 1st October, 1950; the revised scales were:—

	<i>£ a year</i>
Chief scientific officer ... ..	2,500
Deputy chief scientific officer ... ..	1,850 × 100–2,125
Senior principal scientific officer ... ..	1,500 × 75–1,750

222. No further changes in the basic scales of these grades have been made, but in common with other civil service salaries, the scales of the deputy chief scientific officer and senior principal scientific officer attracted pay addition with effect from 1st January, 1952. The inclusive scales accordingly became:—

	£ a year
Deputy chief scientific officer ...	1,950—2,125
Senior principal scientific officer ...	1,600—1,850

#### Principal scientific officer and lower grades

223. Following a revision of the salary scales for the assistant principal and principal grades of the administrative class, consequential adjustments were made to these scientific officer class scales. The following revised scales were therefore introduced with effect from 1st January, 1948:—

	£ a year
Principal scientific officer ...	$950 \times 30$ —1,100
	$\times 35$ —1,250
Senior scientific officer ...	$700 \times 25$ —900
Scientific officer ...	$400 \times 25$ —650

224. In 1949, the I.P.C.S. put in a comprehensive claim for an increase of 15 per cent. in the salary scales of all classes represented by it. The basis of the claim was that substantial changes had occurred in the level of remuneration in the country as a whole from 1st January, 1946. The scientific officer class was eventually taken out of this claim on the understanding that it would be dealt with in the light of adjustments in administrative class salary scales. The principal scientific officer scale was accordingly adjusted with effect from 1st August, 1950, as a direct consequential of a similar increase given to principals from the same date. The senior scientific officer scale was subsequently adjusted from the same date to preserve the previous gap between the principal scientific officer minimum and senior scientific officer maximum. The scales effective from 1st August, 1950 were therefore:—

	£ a year
Principal scientific officer ...	$1,000 \times 40$ —1,200
	$\times 30$ —1,375
Senior Scientific officer ...	$750 \times 30$ —950

The scientific officer scale was not affected by these adjustments as there had been no change in the assistant principal scale. It was, however, agreed that as from 1st May, 1951, the increments on the scientific officer scale should be reduced to bring them into line with those on the assistant principal scale.

225. In common with other civil service salaries, the scales for these grades attracted pay addition with effect from 1st January, 1952, and the inclusive scales accordingly became:—

	£ s. a year
Principal scientific officer ...	1,075. 1—1,459. 7
Senior scientific officer ...	812. 10—1,022. 14
Scientific officer ...	440. 4— 707. 14

226. In 1952, the I.P.C.S. submitted a claim designed to provide parity in career values between the scientific officer and administrative classes. The Treasury were unable to concede this claim which, in respect of the three

lower grades, was referred to the Civil Service Arbitration Tribunal. The Tribunal awarded the following scales effective from 1st August, 1953:—

	<i>Basic scale</i>	<i>Inclusive of pay addition</i>
	<i>£ a year</i>	<i>£ s. a year</i>
Principal scientific officer ...	1,000 × 40—1,200 × 50—1,375 (no change)	1,075: 1—1,459: 7 (no change)
Senior scientific officer ...	850 × 30—1,000	917: 6—1,075: 1
Scientific officer ...	400 × 25—450 × 30—750	440: 4—812: 10

### Seven per cent. claim

227. In January, 1953, the I.P.C.S. submitted a claim for current pay addition to be increased by 7 per cent. of the then current basic scale. Negotiations on this claim are still continuing.

## HOURS, LEAVE AND SUPERANNUATION

### Hours and overtime

228. Members of the class are conditioned to a week of 42 hours in London and 44 hours in the provinces, including meal intervals. At present, however, they are in general working a 45½ hour week, and scientific officers, senior scientific officers and principal scientific officers come within the scope of the extra duty allowance scheme described in paragraphs 65–67.

### Annual leave

229. The annual leave allowance to established members of the class is at present 36 working days, but it has been agreed that when negotiations are re-opened on general leave scales in the Civil Service, officers in this class will be treated as though they had had the same entitlement in 1939 as the administrative class. The annual leave allowance to temporary staff is 30 days rising to 36 after 3 years' continuous service.

## SUPERANNUATION

230. When the scientific officer class was reorganised in 1946, nearly all its members were brought under the Federated Superannuation System for Universities (F.S.S.U.) in order to facilitate interchanges of staff with the Universities. As a result of subsequent changes in the law and practice governing the superannuation arrangements for civil servants there is now, however, little difference between the facilities afforded by F.S.S.U. and the Superannuation Acts for movements between the Civil Service and outside employment. It was decided, therefore, that the normal superannuation benefits of established civil servants under the Superannuation Acts should apply to all permanent officers of the scientific officer class appointed on or after 1st January, 1953. Officers serving in a permanent capacity under F.S.S.U. on 1st January, 1953, are, subject to certain provisions, being given an option of either remaining under F.S.S.U. or of accepting the general conditions of the Superannuation Acts.

231. Temporary staff are normally employed on F.S.S.U. terms.

## CHAPTER 15

### THE WORKS GROUP OF PROFESSIONAL CLASSES

#### DESCRIPTION OF THE CLASSES

##### Duties

232. The term "works group" is a short-hand expression used to cover a variety of professions mainly concerned with engineering (in its various forms), building, and estate management and surveying.

233. The character and duties of the works group may be defined as follows. It is not one class but a group of professional classes. It includes architects, maintenance surveyors, quantity surveyors, estate surveyors and lands officers, civil, structural and sanitary engineers, and the general service class of mechanical and electrical engineers. These general service classes are provided to cover Departments' professional work in these various fields, and the duties of the classes may be broadly described as including :

- (a) advisory and consultant work for a variety of purposes ; decisions on professional aspects of statutory requirements ;
- (b) original design and the preparation of complete schemes ;
- (c) managerial control and direction of the processes which translate paper schemes into production ;
- (d) operation, maintenance and inspection of systems, etc., which have been set up.

The detailed content and organisation necessarily vary from Department to Department, but throughout it is essential that professional staff shall be employed on work which clearly calls for professional handling. All other technical work should be devolved to the supporting non-professional classes, in particular, the technical classes and the drawing office (architectural and engineering) classes.

234. Within this definition, there are very wide differences in the nature of the work. In some Departments, the members of the works group are directly responsible for the design, planning and maintenance of building and engineering works (including a great deal of work of an entirely novel and experimental kind e.g. at research establishments) ; in others, a minority, they act as consultants or they are employed in vetting schemes prepared by other bodies, such as local authorities. Estate surveyors, land commissioners and lands officers are responsible, in an advisory or executive capacity, for the purchase, sale, lease and management of real property, urban and rural.

235. In addition to the works group proper, there are the more numerous departmental variants and related classes, listed in Appendix D2. These departmental classes or variants exist for two reasons:—

- (a) because, although their work may require similar basic qualifications to those of classes within the works group proper, it is more specialised or peculiar to one Department;
- (b) because not only is the work peculiar to one Department but also the qualifications required for it are peculiar.

\* The term "works group" was used in the Treasury at the time of the reorganisation (1946) as a convenient title for the professional grades concerned with building, "works" services and land. It later came into general use to describe the group of seven general service classes which emerged from the reorganisation—architects, maintenance surveyors, quantity surveyors, estate surveyors and lands officers, civil engineers, structural engineers and sanitary engineers. The general service class of mechanical and electrical engineers were not included in the works group originally, but they were brought in some years later (see paragraph 250).



Unless specific reference is made to the departmental variant or related classes the information in this paper relates solely to the works group proper. In particular, the pay of, and recruitment to, some of the variants and related classes are different, and there are also minor differences in structure.

## Representation

236. The works group, departmental variants and related classes are represented by the Institution of Professional Civil Servants (I.P.C.S.).

## Numbers and pay

237. The works group classes and in general the variant and related classes consist of the following grades:—

	Numbers at 1.4.53			Pay (Works group proper)	
	Established	Temporary	Total	Men £ a year	Women £ a year
Directing posts at salaries above £2,250 ... ..	24	4	28	3,500, 3,250, 2,750, 2,500	—
Directing posts at £2,250 and £2,100 ... ..	140	4	144	2,250, 2,100	—
Superintending grade ... ..	468	35	503	1,600–1,850	—
Senior grade ... ..	1,551	141	1,692	1,375–1,575	1,215–1,400
Main grade ... ..	3,440	980	4,420	1,000–1,320	895–1,165
Basic grade ... ..	3,582	2,162	5,744	650–1,000	650 <sup>a</sup> 895
			12,531		

N.B.

(i) The scales are those relating to staff in London and, up to the senior grade, are consolidated scales not attracting pay addition.

(ii) The basic grade minimum (£650) is tied to age 25. For older officers there is an increase of one increment per year up to £900 for men and £865 for women at age 34 or more.

(iii) There is provision for basic grade officers, both men and women, to have their pay advanced by £75 on satisfaction of three conditions, viz.:—

(a) they must be at least 27 years of age;

(b) they must have served a probation period of at least two years and have been confirmed in their established appointment. (Temporary staff also get this increase after two years' satisfactory service);

(c) they must have attained full professional qualification, which for this purpose is corporate membership of the prescribed professional Institute.

(iv) For staff below age 25, who are rare in the works group proper but somewhat more numerous in some of the variant and related classes, the following fixed rates apply to both men and women.

Age	£ a year
21 ... ..	450
22 ... ..	475
23 ... ..	520
24 ... ..	570

(v) The rest of this Chapter will not be concerned with women's scales.

(vi) The present and earlier men's scales of pay are set out in detail in Appendix D.1.

(vii) The total of the works group classes is 4,800, and of the variant and related classes 7,700. The distribution of staff by professions and grades in each Department is shown in Appendix D.3.

(viii) Separate figures for men and women are not available.

## Recruitment

238. Entry to the works group classes is normally direct, by open competitions, taking the form of interview, arranged annually for fully qualified candidates of ages 25 to 35. The more recent competitions have been conducted on the continuous basis; but as the supply improves the Civil Service Commission will revert to their normal practice of competitions with

a fixed date. Limited competitions for temporary officers up to age 60 were held in 1952 as a means of giving a special opportunity of establishment to the large number of temporary staff then in post.

239. There is also some small-scale entry to the works group classes by way of promotion from the related sub-professional classes (technical grades and draughtsmen). In general, eligibility for such promotion extends only to officers who are above the age limit for open competition (age 35) and who have acquired the professional qualification prescribed for open competition. Exceptionally, alternative evidence of high professional attainment may be accepted.

## DEVELOPMENTS IN PAY AND STRUCTURE

### Post-war reorganisation

240. The history of the works group begins with the reorganisation of 1946.

241. Before the 1939-1945 war professional staff in these categories were recruited and organised on a departmental basis. This resulted in a large number of separate and distinct departmental classes, with very little in common. There were differences in structure and grading, considerable disparity in rates of pay and conditions of service and practically no co-ordination of qualifications and standards of recruitment. Some limited degree of uniformity in pay had been achieved in 1937 by an agreement between the Treasury and the I.P.C.S. which introduced common scales for the basic and second tier grades in some of the classes in a few Departments. These common scales were not, however, extended over the works group as a whole; other Departments retained their old departmental scales, and one large group of staff employed by several Departments (estate surveyors and lands officers) remained outside the agreement completely. Moreover, even in the limited field of its application this principle of uniformity of pay was not introduced at the higher levels. Nor did the agreement lead to any change in the other diverse conditions of service, standards of qualification and methods of recruitment.

242. These departmental arrangements gave rise to anomalies, and during the war to increasing difficulties of administration. The anomalies were examined, of course, in the general post-war review of the professional, scientific and technical classes which started in 1944. The effect of this review was to introduce a simplified and co-ordinated structure over as wide a field as possible.

### Organisation

243. It became clear in the course of the review that the qualifications required of recruits in all the professional classes concerned with "works" (in the broad sense of the term) were of much the same type, i.e., membership of an appropriate professional Institution and/or a University degree appropriate to the particular profession, coupled with several years professional experience; that age limits for recruitment were broadly similar; and that duties and responsibilities were broadly comparable, despite distinctions of profession and some departmental variations of function within a profession. It was accordingly decided that reorganisation on a common basis would be justified and that the best course would be to introduce a series of general service classes, with standardised rates of pay and conditions of service and centralised recruitment by the Civil Service Commission.

## Qualifications and age limits

244. It was decided that recruits to the new classes should normally have obtained corporate membership of the appropriate professional Institution (or should obtain it within their probation period), and that they should have acquired professional experience before entry. It was assumed that, if recruits were to have had previous experience, recruitment would normally be between 25 and 30. Provision was made for an extension to 35 if necessary.

## Structure and pay

245. A three tier structure, with appropriate higher directing posts, which was already in existence in many Departments, was adopted in the 1946 reorganisation. The resultant pay structure was as follows:—

*£ a year*

Senior grade...	...	...	...	950 × 30—1,150, plus consolidated additions ranging from 105 to 120.
Main grade	...	...	...	650 × 25—900, plus consolidated additions ranging from 90 to 105
Basic grade	...	...	...	400 × 25—650, plus consolidated addition of 90

(The basic grade minimum of £400 was tied to age 26, with the deduction or addition of £25 for each year below and above that age but subject to a maximum increase of four years (i.e., to £500).)

246. At the higher levels the scales finally approved were:—

*£ a year*

Head of a major professional organisation	2,000
Directing grade ... ..	1,600 × 50—1,800
Superintending grade ... ..	1,200 × 50—1,400 plus consolidated addition of 120

247. It was realised, however, that in certain Departments some modification of these higher scales would be required to meet the special needs of the organisation; and provision was made for such cases to be specially dealt with. Subsequently there were a good many such deviations; for instance, by the substitution of fixed rates for scales, the extension of a scale, the interposition of extra levels and the addition of allowances; and in some Departments a higher rate than £2,000 was necessary for the top post.

248. Provincial differentiation was introduced generally for the first time.

249. The staff representatives could not accept the official proposals, and the circular promulgating the reorganisation scheme and the new salaries (which were retrospective to 1st January, 1946), was issued in October, 1946 (E.O.C. 69/46 circulated as Document VII) without their agreement.

250. Mechanical and electrical engineers were subsequently included in the reorganisation in January, 1947, and were formally brought into the works group in 1952.

## History after reorganisation

251. The salary scales operative from 1st January, 1946, were consolidated with effect from 1st January, 1947.

252. The pay of the superintending and higher grades was increased in 1950 as a result of the Chorley Committee's recommendations. Some of the highest posts were given "relative" as well as "consequential" increases.

### **The Gardiner Committee**

253. As a consequence of a recommendation made by the Chorley Committee (see paragraphs 30-36 of their Report), a Committee was appointed early in 1950 under the Chairmanship of Sir Thomas Gardiner to review the organisation, structure and remuneration on a common basis of the works group classes (including the general service class of mechanical and electrical engineers). This Committee, which included among its members distinguished representatives of the architectural, electrical engineering, civil engineering and estate surveying professions, issued their report in the summer of 1951. The main features of the Report (circulated as Document VIII) are summarised below.

### **Higher grades**

254. The Committee approved the general structure, although they thought that the number of pay levels at the superintending and directing levels (called by them the "higher grades") should be reduced.

255. They also thought that no general revision of salaries was necessary in the higher grades, but they made specific recommendations for certain posts at those levels. These recommendations were based on their conclusions that refinements of grading had produced an excessive number of pay levels and that the principle of "broad-banding" should be applied; that the remuneration of some officers in final charge of fair-sized professional units was too low; and that fixed pay was more appropriate than salary scales above the superintending grade, and more appropriate even at the superintending grade level where the post involved the final charge of a small professional organisation. The result of their recommendations was to produce a simplified salary structure above the superintending level consisting of fixed rates of £2,000, £2,250 and £2,500, with a few top ranking posts on salaries of £2,750 and £3,250 and one at £3,500.

256. The salaries recommended were accepted in full by the Treasury, though not by the I.P.C.S., and were made effective from 1st January, 1951.

257. Pay addition of £100 was added as from 1st January, 1952, to all scales and rates from £1,500 to £2,000.

### **Basic, main and senior grades**

258. The Committee's salary recommendations for the three lower grades, which were based on information on outside rates of pay obtained from a large number of sources (including a comparison between the average pay of the works group engineers and that for a large sample of engineers in outside employment), produced substantial increases over the scales then existing. They also included a special increase of £75 (within the scale maximum) for basic grade officers who satisfied certain conditions, and an extension of age pay (to 34 temporarily). Those recommendations were accepted by the Treasury, though not by the I.P.C.S., and their application authorised in January, 1952, with effect from 1st January, 1951.

259. The revised scales introduced for the three lower grades with effect from 1st January, 1951, were:—

			<i>Old scale</i>	<i>New scale</i>
			1.1.47	1.1.51
			<i>consolidated scale</i>	
			<i>£ a year</i>	<i>£ a year</i>
Senior grade...	...	...	1,050 × 30—1,270	1,250 × 50—1,450
Main grade ...	...	...	750 × 25—1,000	900 × 30—960
				× 40—1,200
Basic grade ...	...	...	475 × 25— 750	575 × 25—750
				× 30—900

(In both cases the basic grade minimum was tied to age 25 with incremental additions for older men up to £600 at age 30 (1947 scale) and up to £810 at 34 (1951 scale)).

260. Pay addition applied to the new salaries with effect from 1st January 1952.

#### Seven per cent. claim

261. In January, 1953, the I.P.C.S. submitted a claim for a further 7 per cent. of pay addition on the current basic scales on behalf of all the classes represented by them. This claim, in respect of the works group, was rejected in June, 1953, but revised scales as follows were awarded by the Civil Service Arbitration Tribunal with effect from 1st January, 1953:—

			<i>Old scale</i>	<i>New scale</i>
			1.1.51	1.1.52
			<i>basic</i>	<i>inclusive of pay addition</i>
			<i>£ a year</i>	<i>£ a year</i>
Senior	...	...	1,250—1,450	1,331—1,536
Main	...	...	900—1,200	970—1,280
Basic	...	...	575— 900	628— 970
				<i>consolidated scale</i>
				<i>£ a year</i>
				1,375 × 50
				—1,575
				1,000 × 40
				—1,320
				650 × 25—750
				× 30—960
				× 40—1,000

This award did not cover the scales of the higher grades which have remained unchanged since the pay addition settlement.

262. In September, 1953, the I.P.C.S. suggested that the information on which the Tribunal had probably based their Award was faulty, and they claimed that the consolidated scales set out above should be adjusted to bring the increases up to the full 7 per cent. of basic pay for which they had originally asked. This further claim was heard at arbitration on 7th December, 1953. The result is awaited.\*

#### HOURS AND LEAVE

##### Hours and overtime

263. Officers working in London and certain Edinburgh headquarters offices are conditioned to a working week of 42 hours including meal intervals. Officers working in the provinces are conditioned to a working week of 44 hours including meal intervals. The works group classes come within the extra duty allowance scheme described in paragraphs 65—67. Most of the staff are working a 45½ hour week at present.

\* The claim was rejected by Award dated 29th December, 1953.

### **Annual leave**

264. Established members of the classes have an annual leave allowance of 36 days in addition to the normal public holidays, but when negotiations are re-opened on general leave scales in the Civil Service they will be treated as though they had had the same entitlement in 1939 as the administrative class (i.e. 36 days, rising to 48 after 10 years service in grades carrying 36 days). Temporary members of the classes are allowed 30 days, rising to 36 after three years' continuous service.

# CHAPTER 16

## THE EXECUTIVE CLASS

### DESCRIPTION OF THE CLASS

#### Duties

265. The duties of the executive class lie between those of the clerical class and the administrative class. They may be summarised as the day-to-day conduct of Government business within the framework of established policy. They include, however, supply, finance and accounting work and other specialised work, e.g. the assessment of taxes, not requiring professional qualifications.

#### Representation

266. The recognised association is the Society of Civil Servants (S.C.S.).

#### Numbers and pay

267. Permanent staff, with whom this paper mainly deals, are divided into the following grades:—

	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men £ a year	Women £ a year
Heads of major establishments	32	—	32	2,500	2,325
Principal executive officer ...	123	—	123	1,600–2,000*	1,434–1,825*
Senior chief executive officer ...	257	3	260	1,408–1,562*	1,229–1,408*
Chief executive officer ...	702	18	720	1,260–1,510	1,090–1,335
Senior executive officer ...	2,585	180	2,765	1,030–1,230	900–1,060
Higher executive officer ...	7,615	1,371	8,986	830– 995	710– 860
Executive officer ...	17,535	5,762	23,297	290– 800	290– 675
Total	28,849	7,334	36,183		

N.B.—(i) The scales shown are those relating to staff in London and those marked \* include pay addition.

(ii) The standardised titles of principal executive officer and senior chief executive officer have been introduced only recently. The most common variations in use before were deputy accountant general and assistant accountant general respectively.

(iii) Temporary executive officers are known as temporary assistants and receive a scale with a maximum lower than that of established executive officers.

(iv) There are in addition some 28,000 established departmental executive staff, mainly in the Inland Revenue and Ministry of Labour, whose pay is very closely related to that of the general class.

(v) The rest of this Chapter will not be concerned with women's scales.

(vi) Present and earlier men's scales are set out in detail in Appendix E.

#### Structure

268. The structure of the class is difficult to summarise. The two top grades are almost exclusively employed on specialised work in accounts, supply contracts, finance and technical branches, though a small number of what are known as "executive assistant secretaries" (on the principal executive officer scale of £1,600—£2,000) are found, particularly in regional organisations. These posts are thought suitable where there is insufficient policy content in the job to warrant administrative class grading. Chief executive officers and senior executive officers are used on a variety of duties. They may be found within the pyramid of an accounting or financial structure. Alternatively, they may be employed in administrative divisions working to assistant secretaries. It is not always possible to draw a clear-cut distinction

between policy work and executive work, so that in many cases jobs are done by chief and senior executive officers which are of the same broad level of responsibility as that of principals. Chief executive officers and senior executive officers are also found in local or regional offices being used in a managerial capacity. Lastly, they are found giving assistance (say as office managers) to professionally qualified staff in specialised branches of the service. The higher executive officer is in the same way a general purpose agent, but in administrative divisions his task will be to give support to principals or chief executive officers—more rarely to senior executive officers. The executive officer is similarly employed at the base of the pyramid on all work indicated above and in addition on the supervision of clerical staff.

## Recruitment

269. Entry to the general executive class may be in one of six ways:—

- (a) Open competitions held twice yearly for young people between the ages of 17½ and 19, consisting of a written examination in academic subjects at the Advanced level of the General Certificate of Education. About two-thirds of the vacancies are filled in order of merit on the basis of the marks obtained in the written examination alone; and the remaining vacancies on the aggregate of the marks obtained in the written examination and an interview.
- (b) Open competitions held annually among university graduates, consisting of a written examination at degree standard plus an interview, the aggregate marks determining the order of merit. The minimum age for this competition is 20½, the maximum 24 plus any period spent in the armed Forces.
- (c) Open competitions held twice yearly for young men who have completed a period of National Service within the previous eighteen months, consisting of a non-academic written examination plus an interview, the aggregate marks determining the order of merit.
- (d) Open competitions held annually for ex-Regular members of the armed Forces, consisting of a non-academic written examination plus an interview, the aggregate marks determining the order of merit. The examination must be taken within two years of leaving the Forces.
- (e) Limited competitions held annually among established staff in
  - (i) the clerical grades of the Civil Service (these include the general clerical class, departmental clerical classes of Customs and Excise Department and valuation officer of the Board of Inland Revenue) and
  - (ii) clerical posts in certain "fringe" bodies (such as New Scotland Yard and the Crown Agents for the Colonies) to which they were appointed after success in a Civil Service Commission competition to the clerical classes. Candidates must be between the ages of 21 and 28 and are allowed three attempts. The competition consists of a written examination plus an interview. The aggregate of marks determines the result.
- (f) Promotion by departmental selection from among established members of the clerical class over the age of 28.

270. A National Whitley Council agreement of 1948 lays down the proportion of basic executive posts to be filled annually by each of the various methods other than departmental promotion. (The proportion of promotions is not fixed.) In 1952, 65.5 per cent. of all vacancies in basic grades of the



general service and departmental executive classes were filled by promotion. The 1952 picture as a whole may be presented as follows:—

	<i>Per cent. of vacancies filled by open competition.</i>	<i>Per cent. of vacancies filled otherwise than by promotion</i>	<i>Per cent. of all vacancies</i>
(1) OPEN COMPETITION			
(a) Young people's competitions...	70	46½	16·1
(b) University graduates competition	5	3½	1·1
(c) Ex-national servicemen's competitions ... ..	10	6½	2·3
(d) Ex-regular's competition ...	15	10	3·5
Total of (1) ... ..	100	66½	23·0
(2) LIMITED COMPETITION ... ..		33½	11·5
Total of (1) and (2) ... ..		100	34·5
(3) PROMOTION ... ..			65·5
Grand total ... ..			100·0

### Promotion outlets

271. Apart from promotion within the class, executive officers between the ages of 21 and 28 may, if their employing Department nominates them, take the limited competition for entry to the administrative class as assistant principal. Members of the executive class aged 33 or above are eligible for promotion to the principal or assistant secretary grades.† These class-to-class promotions are made departmentally subject to Treasury approval in each case.

### DEVELOPMENTS IN PAY AND STRUCTURE

272. For this purpose the history can be considered as dating from the Tomlin Report. It can be divided into three stages, first the history up to 1939, second the history during the war and, third, the post-war history.

#### Pre-war history

273. In general the Tomlin Commission, though finding it too early to pass any judgment on the products of the executive class competitions, had no serious comment on the organisation of the executive class. They recommended, however, that, as opportunity offered, suitable steps should be taken to remove the differentiations between scales which existed above the higher executive officer level. Their recommendations for scales of pay were as follows:—

	<i>£ a year</i>
Executive officer ... ..	140—500
Higher executive officer ... ..	500—625
Senior executive officer* ... ..	675—850
Chief executive officer* ... ..	900—1,025
Senior chief executive officer* ... ..	1,025—1,200

\* Current titles; there was no uniformity pre-war.

† Such promotion from the executive officer grade is rare.

The Society of Civil Servants regarded these rates as unduly low and, as a result of negotiations in 1936 and 1937, agreement was reached on the following scales of pay—

	<i>£ a year</i>
Executive officer ... ..	150—525
Higher executive officer ... ..	550—650
Senior executive officer ... ..	700—860
Chief executive officer ... ..	900—1,050
Senior chief executive officer ... ..	1,050—1,200

These scales remained unchanged until 1939.

### History during the war

274. The executive class received war bonus on the centrally agreed pattern. This produced percentage increases of approximately the following amounts at the following points by November, 1945 when bonus was consolidated:—

	<i>Per cent.</i>
Executive officer minimum ... ..	37
Executive officer maximum ... ..	17·1
Higher executive officer maximum ... ..	13·8
Senior executive officer maximum ... ..	12·2
Chief executive officer maximum ... ..	10·2
Senior chief executive officer maximum ... ..	10

There were no significant changes in the structure of the class during the war.

### Post-war history : Structure

275. Before dealing with the question of pay, reference must be made to a fundamental change in structure which was negotiated between the two Sides of the Whitley Council and is set out in T.C.5/47 (circulated as Document IX). To understand this reorganisation it is necessary to describe the pre-war position which still obtained in 1945. At that time headquarter offices of Government Departments were not, for the most part, staffed on a uniform basis as at present with members of administrative, executive and clerical classes. Some Departments employed executive staff alone, others administrative and clerical and others again administrative, executive and clerical. The clerical structure above the clerical officer grade consisted at that time, not as at present merely of higher clerical officers (see Chapter 20), but of the following so-called super-clerical grades—

- Higher clerical officer
- Staff officer
- Senior staff officer
- Principal or chief staff officer

It was thought that this structure, parallel to that of the executive class, should not be perpetuated but that it should be merged with the upper executive pattern. At the same time the executive class was to be introduced on a far wider scale than pre-war and employed in Departments where it had not been used before and on work of a kind that would previously have been regarded as administrative or clerical. The features of the reorganisation were as follows:—

- (i) The higher clerical officer grade was reduced substantially in numbers and retained only for work of a purely supervisory type. The rest of the work assigned to higher clerical officers, including small and medium scale supervision combined with a measure of individual work, was allotted to executive officers.

- (ii) The higher executive officer and the staff officer grade were completely merged both in salary scale and duties, the title of the combined grade being higher executive officer.
- (iii) The senior staff officer grade was abolished, most of the posts being upgraded to senior executive officer and the rest translated to higher executive with an allowance.
- (iv) All higher posts in the old clerical hierarchy were merged with their nearest convenient executive analogue.
- (v) Certain administrative posts were regraded as senior executive officer or chief executive officer.

276. The object of this operation was two-fold, first to make far greater use of the executive class, open competition recruits to which during the late thirties had proved most useful general purpose agents; and, second, to unify and simplify the former structures.

#### Post-war history : Pay

277. In 1947 the Society submitted a claim for a general increase for the class based mainly on the value of the work. The Treasury agreed to negotiate for an improvement and the following revised scales were introduced with effect from 1st October, 1947:—

	<i>£ a year</i>
Executive officer ... ..	230 × 20—290 × 25 —390 × 20—650
Higher executive officer ...	675 × 25—800
Senior executive officer ...	850 × 25—1,000
Chief executive officer ...	1,000 × 30—1,090 × 35 —1,200
Senior chief executive officer...	1,200 × 35—1,350

278. As wages and prices continued to rise during the next two or three years, the Society approached the Treasury for a further revision. This was, of course, complicated, as regards the higher grades, by the delays on the implementation of the recommendations of the Chorley Committee (see paragraphs 200-202) which covered indirectly the higher levels of the executive class as well as of the administrative. Eventually, however, in the latter part of 1950 and early in 1951 it proved possible to reach agreement on revised scales covering the whole of the class as follows:—

	<i>£ a year</i>	
Executive officer ... ..	250 × 25—475 × 20 —575 × 25—700	} with effect from 1st January, 1951
Higher executive officer...	715 × 30—865	
Senior executive officer ...	900 × 30—990 × 40 —1,075	
Chief executive officer ...	1,100 × 40—1,220 × 50—1,325	} with effect from 1st September, 1950
Senior chief executive officer	1,325 × 50—1,475	
Principal executive officer	1,500 × 75—1,800 × 100—1,900	} with effect from 1st October, 1950

279. From 1st January, 1952, the whole of the executive class received pay addition at the appropriate rates. (The cumulative effect of these revisions is set out in tabular form in Appendix E).

280. In 1952 the Society put in a claim for a shortening of the executive officer scale by four points. The Treasury refused to agree, mainly because the scale had already been shortened by four points compared with 1939. The claim was submitted to arbitration and rejected.

281. At the beginning of 1953, the Society submitted a claim for a substantial pay increase (12 per cent. to 25 per cent.) for the three lower grades of the class, based on the aggregate percentage increases obtained since 1939 by certain other salary earners. No agreement was reached and, on the basis of an arbitration award for the three lower grades, the following scales have been introduced with effect from 1st January, 1953:—

			<i>£ a year</i>
Executive officer	...	...	290 × 30—470 × 25 —770 × 30—800
Higher executive officer	...	...	830 × 30—890 × 35 —995
Senior executive officer	...	...	1,030 × 40—1,230
Chief executive officer	...	...	1,260 × 50—1,510

282. The scales for the higher grades in the executive class have not yet been consolidated, and pay addition is still paid on the 1950 scales.

#### HOURS AND LEAVE

##### Hours and overtime

283. Members of the executive class are conditioned to a week of 42 hours in London and 44 in the provinces, including meal intervals. The actual working hours of the large majority of the class are 45½ hours a week at present. Executive grades up to and including senior chief executive officer come within the scope of the extra duty allowance scheme described in paragraphs 65-67.

284. Executive officers are required to work up to four hours a week beyond their conditioned hours without any hourly overtime payment. For authorised overtime beyond four hours a week they receive payment at plain time rate. This is in addition to extra duty allowance.

285. No other grades in the executive class receive hourly overtime payment. But higher executive officers, senior executive officers and chief executive officers are among the grades which may be paid the long hours gratuity described in paragraph 68 if, for at least 6 months, they work an average of 5 hours a week or more above their conditioned hours.

##### Annual leave

286. Executive officers are allowed 36 days leave. Higher executive officers and above are entitled to 36 days leave rising to 48 after 15 years' service in grades carrying 36 days; this allowance is at present restricted to 36 days.

## CHAPTER 17

### THE EXPERIMENTAL OFFICER CLASS

#### DESCRIPTION OF THE CLASS

287. For a general introduction to the scientific classes see paragraphs 206-209 above.

#### Duties

288. The experimental officer class is the main support of the scientific officer class. Under the general guidance and direction of the latter class it assists in new investigations, particularly in their detailed organisation and execution and it takes responsibility for both the theoretical and the practical aspects of work requiring the application of established scientific principles. Occasionally it is used in support of professional engineers and chemists employed on work more directly concerned with production.

#### Numbers and pay

289. The class is composed of the following grades:—

	<i>Numbers at 1.4.53</i>			<i>Pay</i>	
	<i>Established</i>	<i>Temporary</i>	<i>Total</i>	<i>Men £ a year</i>	<i>Women £ a year</i>
Chief experimental officer	18	2	20	1,177-1,408	1,001-1,228
Senior experimental officer	1,208	96	1,304	970-1,151	838- 980
Experimental officer ...	2,529	428	2,957	681- 838	586- 707
Assistant experimental officer ...	1,601	854	2,455	274- 607	274- 511
	<u>5,356</u>	<u>1,380</u>	<u>6,736</u>		

- N.B.—(i) The scales are those relating to staff in London and include pay addition.  
(ii) The rest of this Chapter will not be concerned with women's scales.  
(iii) The present and earlier men's scales are set out in detail in Appendix F1.  
(iv) Separate figures for men and women are not available.

#### Structure

290. A member of the experimental officer class is normally one of a team working under the general guidance and direction of one or more members of the scientific officer class. In some exceptional cases, particularly if he is a senior member of the class, he may be in control of some part of a research or development project. The chief experimental officer grade is used for a few posts where the work and responsibilities justify a grading above that of senior experimental officer but do not justify the use of the higher scientific qualities of a member of the scientific officer class. This grade does not form part of the career normally to be expected by entrants to the experimental officer class. Examples of typical organisational patterns in the Department of Scientific and Industrial Research are given as Appendix C3. The organisation in Defence establishments follows the same general pattern as that in the civil establishments. The distribution of the class by Departments is shown in detail in Appendix F2.

#### Recruitment

291. Recruitment is mainly by continuous open competition to the assistant experimental officer and experimental officer grades, the age limits being between 18 and 28 for assistant experimental officer and between 26 and 31 for experimental officer posts, with extensions for service on a regular engagement in H.M. Forces. In recent years about two-thirds of the successful candidates have been appointed to the assistant experimental officer grade and one-third to the experimental officer grade. There is also a limited

continuous competition for assistant experimental officer posts which is restricted to permanent members of the assistant (scientific) class between the ages of 28 and 31. The competitions take the form of interviews by a Selection Board appointed by the Civil Service Commission and the minimum qualification normally required of candidates is Higher School Certificate with mathematics or a science subject as a principal subject or an equivalent qualification. Candidates not in possession of such a qualification may be admitted to the competition exceptionally by the Civil Service Commission if they produce evidence of suitable experience on scientific research and development work. Candidates over 22 years of age, other than permanent members of the assistant (scientific) class are, however, generally expected to have a pass degree in an appropriate subject or a technical qualification such as a Higher National Certificate either in appropriate subjects or with appropriate endorsements. There is provision for exceptional recruitment of older candidates to posts in the experimental officer and higher grades which require specialised qualifications or experience not available within the Service. There are also opportunities for members of the assistant (scientific) class aged at least 31 to enter the experimental officer class by promotion.

### Promotion outlets

292. In addition to the normal opportunities for promotion within the experimental officer class there are opportunities for members of the class aged at least 31 to enter the scientific officer class by promotion.

## DEVELOPMENTS IN PAY AND STRUCTURE

### Pre-war reorganisation

293. As stated in paragraph 208 above, the experimental officer class was created under the provisions of the White Paper (Cmd. 6679). The scales introduced therein were put into effect by administrative action because the S. did not agree to them in the absence of information about future developments. They also objected to the application of provincial differentials.

These scales attracted consolidation addition, which had replaced the old scales from 1st November, 1945, and they were rounded up and consolidated with effect from 1st January, 1947, as follows:—

	White Paper scale	White Paper scale plus consolidation addition	Consolidated scale
	1.1.46		1.1.47
	£ a year	£ a year	£ a year
Experimental officer...	600 × 25–800	690–892	700 × 25–900
Assistant experimental officer...	400 × 18–550	490–640	500 × 20–650
Assistant experimental officer	150 × 15–195 × 18–350	205–428	210 × 20–430

### Post-war reorganisation

294. The I.P.C.S. maintained that the experimental officer class was intended to fill in the scientific field the place of the executive class in the general field and in 1948, following the revision of the executive class scales with effect from 1st October, 1947, they submitted a claim for increased pay for the experimental officer class derived partly from the executive class settlement and in part embodying their claim for complete parity with the executive class. The Treasury rejected the claim for parity, and the I.P.C.S. subsequently accepted adjustments with effect from 1st October, 1947, based on those awarded to the executive class, without prejudice to their claim for complete parity between the experimental officer and executive classes.

and subject to their views on equal pay and the abolition of provincial differentiation. The revised scales were as follows:—

	<i>£ a year</i>
Senior experimental officer ... ..	735 × 25—935
Experimental officer ... ..	525 × 20—675
Assistant experimental officer ... ..	230 × 20—290 × 25 —390 × 20—490

295. In 1949 the I.P.C.S. put in a comprehensive claim for an increase of 15 per cent. in the salary scales of all Treasury and linked departmental classes represented by it. The claim was based on the changes in the levels of remuneration in the country as a whole for the period from 1st January, 1946. Increases for the experimental officer class, effective from 1st January, 1951, on the basis of the increases given to the executive class from the same date were finally accepted by the Institution, again without prejudice to their claim for complete parity between the experimental officer class and the executive class and subject to their views on equal pay and the abolition of provincial differentiation. The revised scales were:—

	<i>£ a year</i>
Senior experimental officer ... ..	780 × 30—1,000
Experimental officer ... ..	575 × 25—725
Assistant experimental officer ... ..	250 × 25—475 × 20 —535

296. The chief experimental officer grade was introduced in May, 1951, on a scale of £1,025 × 40—£1,250.

297. The experimental officer class received pay addition at the appropriate rates with effect from 1st January, 1952, and the inclusive scales accordingly became:—

	<i>£ s. a year</i>
Chief experimental officer ... ..	1,100.13—1,331. 7
Senior experimental officer ... ..	844. 6—1,075. 1
Experimental officer ... ..	628.10— 786. 6
Assistant experimental officer ... ..	274.12— 586.14

298. In 1951 the I.P.C.S. formally renewed their claim for complete parity between the experimental officer and executive classes. The Treasury rejected the claim and the matter was referred to arbitration. The Arbitration Tribunal awarded the following scales with effect from 1st March, 1953:—

	<i>Basic scale</i>	<i>Inclusive of pay addition</i>
	<i>£ a year</i>	<i>£ s. a year</i>
Chief experimental officer ... ..	1,100 × 40 —1,220 × 50—1,325	1,177.15—1,408. 3
Senior experimental officer ... ..	900 × 30 —990 × 40—1,075	970. 6—1,151.17
Experimental officer ... ..	625 × 25—775	681.10— 838.14
Assistant experimental officer ... ..	250 × 25—425 × 20—555	274.12— 607.18

This award gave parity between the chief and senior experimental officers and chief and senior executive officers. It also improved the experimental officer scale by £50 at each point and extended the assistant experimental officer scale by an increment.

## 7 per cent. claim

299. In January, 1953, the L.P.C.S. submitted a claim for current pay addition to be increased by 7 per cent. of the then current basic scale. Negotiations on this claim are still continuing.

## HOURS AND LEAVE

### Hours and overtime

300. Established members of the experimental officer class are conditioned to a week of 42 hours in London and 44 in the provinces, including meal intervals. Temporary members of the class are conditioned to a week of 44 hours, including meal intervals, in both London and the provinces. The class in general is at present working a 45½ hour week, but these hours may be varied by the demands of the work and by local conditions.

301. Established assistant experimental officers receive overtime at plain time rate for hours worked in excess of 46 in London and 48 in the provinces and temporary assistant experimental officers receive overtime payment at plain time rate for hours worked in excess of 48, subject in all cases to a maximum hourly rate of 7s. 4d. The class comes within the scope of the extra duty allowance scheme (see paragraphs 65-67) and the experimental officers and higher grades (up to a ceiling of £1,200) also come within the scope of the arrangement for payment of gratuities for long hours (see paragraph 68).

### Annual leave

302. The annual leave entitlements of the class are as follows:—

Chief experimental officer and senior experimental officer grades:

Established staff	...	...	36 days rising to 48 after 15 years' service in grades carrying 36 days (this allowance is at present restricted to 36 days).
-------------------	-----	-----	---

Temporary staff	...	...	30 days rising to 36 after 3 years' continuous service.
-----------------	-----	-----	---

Experimental officer grade:

Established staff	...	...	36 days.
-------------------	-----	-----	----------

Temporary staff	...	...	30 days.
-----------------	-----	-----	----------

Assistant experimental officer grade:

Established staff	...	...	36 days.
-------------------	-----	-----	----------

Temporary staff	...	...	24 days rising to 30 after 3 years' continuous service.
-----------------	-----	-----	---



## TECHNICAL WORKS, ENGINEERING AND ALLIED CLASSES

## DESCRIPTION OF THE CLASSES

## Duties

303. The technical works, engineering and allied classes are linked departmental classes with a common structure, scales of pay and conditions of service. The four main categories of work on which they are employed are mechanical and electrical engineering, building (clerks of works), quantity surveying and estate management. The duties of the posts comprised in these four categories vary so widely that it is not possible to describe them in general terms. Details of the duties and responsibilities of the grades are set out in the circulars which put into effect the recommendations of Working Parties appointed in 1948 to define standard minimum qualifications for the main types of technical work (see paragraph 307).

## Representation

304. The recognised staff association for the technical classes is the Institution of Professional Civil Servants (I.P.C.S.).

## Numbers and pay

305. The classes are composed of the following grades:—

*Numbers at 1.4.53*

Technical Grade	<i>Established</i>			<i>Pay</i>	
	<i>Temporary</i>	<i>Total</i>	<i>Men £ a year</i>	<i>Women £ a year</i>	
Grade A ...	148	53	201	938-1,106	
" B ...	173	76	249	897-1,002	
" I ...	2,262	952	3,214	734-891	618-760
" II ...	3,412	3,007	6,419	624 (age 30)-734	550 (age 30)-618
" III ...	2,276	6,210	8,486	506 (age 26)-629	473 (age 26)-550
" IV ...	98	262	360	407 (age 25)-550	374 (age 25)-440
Total ...	8,369	10,560	18,929		

N.B.—(i) The scales relate to staff in London and are inclusive of pay addition.

(ii) The rest of this Chapter will not be concerned with women's scales.

(iii) The present and earlier men's scales are set out in detail in Appendix G.

(iv) Separate figures for men and women are not available.

## Structure

306. The technical classes are employed on so wide a range of duties, and the requirements of Departments even within the main categories of work such as engineering, building, quantity surveying and estate management vary so greatly, that there is no common pattern of complements.

## Qualifications

307. When the classes were reorganised in 1948 (see paragraphs 311-314) it was agreed that prescribed qualifications should be laid down for the main types of technical work. Working parties representing the main user Departments were set up to recommend standard qualifications and these were put into effect by E.O.C.17/49 (clerks of works, building and analogous grades—Document XI), E.O.C.33/49 (quantity surveying assistants—Document XII), E.O.C.51/49 (mechanical and electrical engineering technical grades—Document XIII) and E.C.8/50 (technical lands grades—Document XIV). For example, on the works and engineering side, recruitment is not normally until age 26 because full apprenticeship with possession

of the Ordinary National Certificate\* or evidence of an equivalent standard of technical education in the appropriate subject, plus at least three years' experience as a tradesman are required. The possession of the Higher National Certificate\* (or equivalent qualification) is a recommendation but not a requirement when technical staff are recruited directly to grades I and II.

### **Recruitment**

308. Departments, in conjunction with the Civil Service Commission, are responsible for recruitment to the linked departmental classes. Since the reorganisation in 1948, 75 per cent. of the vacancies have been filled by temporary staff in two ways: first, from the nomination by Departments of staff in post on 1st January, 1946, who at that date had two years' service and were not less than 30 years old; secondly, by limited competition. (The Admiralty and the Ministry of Supply have always recruited technical staff from their own industrial employees and in these Departments all vacancies where a pre-war established complement had existed have been filled by nomination and limited competition.) The remaining 25 per cent. of the vacancies are to be filled by open competition. The results of the limited competitions in some of the larger Departments are not yet known and open competitions have yet to be held.

### **Promotion outlets**

309. There are opportunities for members of the classes who are too old for the open competitions to enter the appropriate professional classes by class-to-class promotion if they have acquired the prescribed qualifications (see paragraph 239).

## **DEVELOPMENTS IN PAY AND STRUCTURE**

### **Post-war reorganisation**

310. Before 1946 there were over 100 different grades employed by Departments on a variety of sub-professional and technical work under the supervision of professional engineers, surveyors and architects.

311. Proposals for common grading, salary scales and conditions of service in these classes were submitted to the Staff Side in December, 1947, following upon the reorganisation of the works group classes (see paragraphs 240-242) and the reorganisation of architectural and engineering draughtsmen into linked departmental classes (see paragraphs 333-336).

### **Technical grades I, II and III**

312. The Treasury's proposals involved a three-tier structure, with scales based on those already agreed for the basic, leading and senior grades of

\* The Ministry of Education have made arrangements with certain professional bodies for the award of National Certificates in a number of subjects. The Certificates are awarded to students in Establishments for Further Education in England and Wales recognised by the Ministry who pursue progressive part-time courses of instruction and comply with such conditions as are prescribed in approved schemes relating to these courses. The Certificates are of two grades—the Ordinary National Certificate and the Higher National Certificate. Ordinary National Certificates are awarded for the successful completion of part-time courses, usually of three years' duration, adapted to the needs of students admitted at the age of 16 approximately, who have qualified for admission to the courses by continued full-time education up to the age of 16 years, or by previous attendance at suitable part-time preliminary courses. Higher National Certificates are awarded for the successful completion of advanced part-time courses, usually of two years' duration, designed for students who have obtained the Ordinary National Certificate, or have otherwise reached a similar standard of attainment. Advanced Courses aim at reaching the standard of University degree work in the subjects taken. Engineering (mechanical, electrical, production, civil and gas), building and naval architecture are among the subjects in which National Certificates are awarded.

the linked departmental class and architectural and engineering draughtsmen, with the following variations:—

- (i) The scale for grade III was linked to age 26 and therefore started five increments higher than the draughtsman scale, which was linked to age 21. This was because Departments normally required recruits to have several years' experience in industry as well as having completed a five-year apprenticeship. Recruitment below the age of 26, however, was not ruled out, and provision was made for starting pay for those entering the Service before the age of 26 to be £20 (one increment) below the minimum of the scale for every year below the age of 26. Age pay up to the age of 28 was allowed to older recruits.
- (ii) It was recognised that some Departments (in particular, the Admiralty) might want to recruit direct to grade II for more responsible work, and the scale was therefore linked to age 30 with provision for deductions of £20 for recruits entering the grade below the age of 30.

313. The new scales, effective from 1st January, 1946 were promulgated in E.O.C.43/48 (Document X) and were as follows:—

Grade							£ a year
I	...	...	...	...	...	...	625 × 25—750
II	...	...	...	...	...	...	500 × 20—625
III	...	...	...	...	...	...	400 × 20—525
IV	...	...	...	...	...	...	330 × 15—450

314. The following features of the reorganisation scheme are important:—

- (a) *Technical grade IV.* Technical grade III is the normal recruitment grade for those with full qualifications to enter the technical classes. Some Departments, however, were employing a small number of lower technical grades on work which was only partially technical or which could be regarded as training for a technical III appointment. It was not considered necessary for these grades to have the full qualifications required for entry to grade III and it was therefore proposed that a lower grade, grade IV, should be constituted with a scale similar to that of the clerical officer at age 25 but with a lead of £30 (two increments). The grade IV scale was linked to age 25 with provision for age pay to age 28 and deductions of £20 for each year of age below 25. The I.P.C.S. do not accept the need for this grade.
- (b) *Conditioned hours.* The new grades were conditioned to a 44-hour net week, whereas architectural and engineering draughtsmen had been conditioned to a 42-hour gross week in London (44 gross in the provinces), on the grounds that two-thirds of the technical staff were in charge of or working in direct association with industrials working a 44-hour net week and that the Treasury proposals for the technical classes were not intended to give parity on all points with the draughtsman class but had been arrived at for the technical grades on their own merits as appropriate rates for the three levels of jobs concerned and on the assumption that it was customary for industrial hours to be worked in most establishments. The Staff Side were unable to accept this and claimed either full parity with the draughtsmen as regards conditioned hours or, alternatively, an allowance of approximately £100 for grade I and £60 for

grades II and III to compensate for the extra time worked. This the Treasury would not concede and the dispute was finally resolved at arbitration (see paragraph 316).

- (c) Not all the classes hitherto designated technical were assimilated to the new technical works, engineering and allied classes, because the pay of some technical grades had hitherto been closely linked with outside rates (printing press staff in H.M. Stationery Office) or because a departmental reorganisation had already been carried out on a different basis (the Post Office).

### **Supervisory grades A and B**

315. At the time of the reorganisation in 1948 the Staff Side were informed that the Treasury would submit further proposals for the higher technical posts above those to be assimilated to grade I. The Treasury proposals for two supervisory grades, A and B, were put to the I.P.C.S. in September, 1949. The span of the two scales (£750 × £25—£850 and £800 × £25—£950) was roughly comparable with that of the chief draughtsman, with the exception that the lower scale began at £750 instead of £800. The Institution claimed a scale of £800 × £25—£950, similar to the chief draughtsman scale, and a higher scale of £950 × £25—£1,100 to assimilate posts with maxima over £950. Again the question of conditioned hours made it impossible to reach agreement and the Treasury proposals were put into force by administrative action in September, 1949. Conditions of service (leave and hours) were the same as those for grade I with the exception that no overtime was paid. Subsequently it was agreed that with effect from 1st January, 1953 overtime gratuities should be paid as for grade I staff.

### **Conditioned hours : Arbitration**

316. The dispute between the Treasury and the I.P.C.S. on the question of conditioned hours was referred to the Arbitration Tribunal with the following terms of reference: "That members of the technical classes not engaged in the supervision of industrial staff be conditioned to 42 hours gross in London or 44 hours gross in the provinces". The Hearing before the Tribunal took place on 31st March, 1951. The Tribunal found against the claim in so far as it related to officers whose conditioned hours were not increased under the reorganisation scheme for the technical classes. The claim, in so far as it concerned officers whose conditioned hours had been increased as a result of the reorganisation scheme, was referred back to the parties for agreement. The Treasury decided that the Award gave reserved rights on a personal basis to officers who had previously been conditioned to a working week of less than 44 hours net, whereas the Institution claimed that the word "officers" in the ruling must refer to those pre-assimilation grades previously conditioned to a week of less than 44 hours net. The Tribunal ruled in favour of the Treasury interpretation. Those officers, who retained reserved rights, were also allowed to retain the overtime rates given to the technical grades (see paragraph 323) applied to their personal conditioned hours.

### **Subsequent pay revisions 1950-51**

317. In 1949 the I.P.C.S. made a claim for a 15 per cent. "cost of living" increase for all the professional and technical classes represented by them. In the course of negotiations agreement was reached on the basis of Treasury proposals for a number of classes, but the Institution was not prepared to accept the Treasury offer for the draughtsmen (architectural and engineering) and technical works, engineering and allied classes. The dispute was referred to arbitration and heard by the Tribunal on the 3rd April, 1951.

The Tribunal awarded the following revised scales with effect from 1st October, 1950:—

<i>Technical grade</i>					<i>£ a year</i>
A	...	...	...	...	870 × 25—970 × 30—1,030
B	...	...	...	...	830 × 25—930
I	...	...	...	...	675 × 25—825
II	...	...	...	...	570 (age 30) × 20—675
III	...	...	...	...	460 (age 26) × 20—575
IV	...	...	...	...	370 (age 25) × 15—500

#### **Pay addition**

318. These scales attracted pay addition from 1st January, 1952, the inclusive rates then becoming:—

<i>Grade</i>					<i>£ a year</i>
A	...	...	...	...	938—1,106
B	...	...	...	...	897—1,002
I	...	...	...	...	734—891
II	...	...	...	...	624 (age 30)—734
III	...	...	...	...	506 (age 26)—629
IV	...	...	...	...	407 (age 25)—550

#### **Claim for grades I, B and A**

319. In December, 1952, the Institution claimed revised scales for technical grades I, B and A as follows:—

<i>Technical grade</i>					<i>£ a year</i>
I	...	...	...	...	750 × 30—900
B	...	...	...	...	900 × 30—960 × 40—1,000
A	...	...	...	...	950 × 40—1,150

(the scales to be subject to provincial differentiation and to attract civil service pay addition as from the 1st January, 1952). Negotiations on the claim are continuing. This claim was designed to restore the relativities existing from 1st January, 1947, following the post-war reorganisation to 1st October, 1950, between these three technical grades and the main and basic grades of the works group.

#### **Seven per cent. claim**

320. In January, 1953, the Institution submitted a claim for an increase of 7 per cent. in pay addition on the then basic scale for the grades represented by them. Negotiations on this claim in respect of the technical classes are still continuing.

#### **Non-technical grades and instructional officers**

321. In addition to the technical classes there are:—

- Post Office engineering grades (see Chapter 27);
- over 5,000 officers in the non-industrial stores and so-called non-technical classes whose work largely consists of the supervision and control of unskilled and semi-skilled industrials; and

- (c) about 2,000 instructional officers engaged in training those who attend Ministry of Labour training centres and rehabilitation units, the armed Forces and prisoners in H.M. Prisons.

The pay of the last two groups of staff has tended to move with that of the technical classes.

## HOURS AND LEAVE

### Hours

322. Most technical staff have either to supervise or to inspect the work of industrial staff and it is both convenient and customary in industry for technical staff to work industrial hours. The technical classes are thus uniformly conditioned to 44 hours net per week. The actual hours worked are determined by the type of work. Staff mainly supervising or inspecting work carried out by industrial grades are normally required to work 14 hours net; but individual staff on technical office work work the hours of the unit to which they are attached.

### Overtime

323. Overtime conditions were agreed with the Staff Side in November, 1949, and were put into effect by E.C.29/49. Overtime rates for both established and unestablished staff are as follows:—

*Grades A, B and I.*—A gratuity, in lieu of overtime, is paid at the rate of  $7\frac{1}{2}$  per cent. of salary for time worked (averaged over six months) exceeding 46 hours net and not exceeding 48 hours net a week, or at the rate of 10 per cent. for time worked (similarly averaged) over 48 hours net a week.

*Grade II.*—Time worked in excess of 44 hours net a week is paid at plain time rates.

*Grades III and IV.*—Time worked in excess of 44 hours net a week is paid at the rate of time and a quarter for the first 5 hours, time and a half for the next 6 hours and at double rate for all hours thereafter. All overtime payments in these two grades are subject to an overriding limit of the maximum of the clerical officer scale, now £570 (men), £460 (women).

### Annual leave

324. Annual leave is as follows:—

24. Annual leave is as follows:					
	<i>Established staff</i>				<i>Temporary staff</i>
Grades A and B	36 days	...	...	...	30 rising to 36 after 3 years' continuous service.
Grade I	...	36 days	...	...	30 rising to 36 after 3 years' continuous service.
Grade II	...	30 days	...	...	24 rising to 30 after 3 years' continuous service.
Grade III	...	24 days	...	...	18 rising to 24 after 3 years' continuous service.
Grade IV	...	18 days rising to 24 after 5 years' service in a grade carrying 18 days. (14 days if under 18 years of age.)			18 rising to 24 after 5 years' service in grades carrying 18 days. (14 if under 18 years of age.)

## CHAPTER 19

### THE ARCHITECTURAL AND ENGINEERING DRAUGHTSMEN CLASSES

#### DESCRIPTION OF THE CLASSES

#### Duties

325. This group of draughtsmen falls into three main categories—architectural, civil engineering, and mechanical and electrical engineering, organised in a series of linked departmental classes (see paragraph 333). Their duties vary according to the Department (or even the branch of a Department) in which they are employed. But in general their function is to prepare or assist in the preparation of the engineering or architectural drawings and plans needed for production purposes or for building operations and thus to assist in the design of engineering, civil engineering and architectural projects.

#### Representation

326. There are two recognised staff associations, the Institution of Professional Civil Servants (I.P.C.S.) and the Society of Technical Civil Servants (S.T.C.S.).

#### Numbers and pay

327. The classes are composed of the following grades:—

			<i>Numbers at 1.4.53</i>			<i>Pay</i>	
			<i>Established</i>	<i>Temporary</i>	<i>Total</i>	<i>Men £ a year</i>	<i>Women £ a year</i>
Chief draughtsman	...	...	94	—	94	938-1,106	—
Senior draughtsman	...	...	671	52	723	734-891	618-760
Leading draughtsman	...	...	1,803	240	2,043	623-734	539-618
Draughtsman	...	...	3,434	1,896	5,330	397-628	397-550
			<u>6,002</u>	<u>2,188</u>	<u>8,190</u>		

N.B.—(i) The scales relate to staff in London and include pay addition.

(ii) Above chief draughtsmen there is also, in the Ministry of Supply, a grade of drawing office manager (5 staff) on a scale of £1,106-£1,229.

(iii) The present and earlier men's scales are set out in detail in Appendix H1.

(iv) The rest of this Chapter will not be concerned with women's scales.

(v) Separate figures for men and women are not available.

#### Structure

328. The structure of the classes may be described in the following general terms. Some two-thirds of the members are in the basic grade and are engaged in the general work of the classes. Almost invariably they work under supervision but their duties may include also the supervising of drawing office assistants and tracers (see paragraph 329). Leading draughtsmen are employed as leaders of small teams handling work collectively or on higher quality individual work or for minor supervision. Senior draughtsmen are mainly employed in supervision of a drawing office or section engaged on a particular range of work, but are also used for individual work of the highest quality and importance. The grade of chief draughtsman is used only in large drawing offices consisting of a number of sections under senior draughtsmen. The distribution of staff by grades in each Department is shown in the two tables at Appendix H2.

329. The following grades are also employed in drawing offices:—

- (a) Drawing office assistants (764) whose function is to relieve the skilled draughtsmen of routine work which does not require the

full qualifications of the grade of architectural and engineering draughtsman. Establishment in the grade of drawing office assistant is confined to women. Men are employed only as temporaries and only if the employing Department is satisfied that there is scope for them to acquire the qualifications required for entry to the draughtsman grade.

- (b) Tracers (1,208) whose work is predominantly that of tracing for the purpose of reproduction, architectural and engineering drawings on transparent linen or paper.

### **Recruitment**

330. These draughtsmen classes carry a substantial "temporary fringe", particularly on the engineering side where rearmament work arises and where the future permanent requirements are not easy to assess. In consequence, there is regular recruitment to temporary posts as well as normal recruitment to established posts. Temporary staff are obtained in general through the Ministry of Labour and National Service; where Departments have other recruitment channels, that Ministry must be consulted before an appointment is made. Recruitment to established posts since the end of the war has been by open competition and also by limited competitions confined to temporary draughtsmen.

331. Although there have been some special departmental competitions, in general the Civil Service Commission have been able to combine Departments' requirements in a single competition, with a common standard of basic qualification suitably amplified to meet the special requirements of individual Departments. The minimum qualifications are an Ordinary National Certificate\* (or an equivalent) or, for architectural and civil engineering posts, evidence of suitable professional training and experience, together with three years' practical experience including six months in a drawing office. (The latter has not been accepted by the Staff Side who consider that a minimum of five years practical experience should be insisted on.) The lower age limit is usually 20, with an upper limit of 60.

### **Promotion outlets**

332. There are opportunities for members of the classes who are too old for the open competitions to enter the appropriate professional classes by class-to-class promotion if they have acquired the prescribed qualifications (see paragraph 239).

## **DEVELOPMENTS IN PAY AND STRUCTURE**

### **Post-war reorganisation**

333. Before the 1939-1945 war draughtsmen in these categories were recruited and organised on a departmental basis. Architectural draughtsmen had common conditions of pay and service but for engineering draughtsmen rates of pay, standards of qualification and conditions of service varied considerably between the different Departments. In 1945, these arrangements were reviewed and the work of architectural and engineering draughtsmen was examined in detail as part of the review leading to the post-war reorganisation of professional and technical staffs. It was decided that the

\* Ordinary National Certificates, which may be obtained in mechanical, electrical, civil or production engineering, building, chemistry etc., are awarded jointly by the Ministry of Education and the appropriate professional institution after the satisfactory completion of an approved course (normally three years part-time) at a recognised technical college.



requirements of Departments were too specialised to warrant the welding of the many departmental groups into a single, interchangeable, general service class of architectural and engineering draughtsmen with centralised recruitment. Moreover, some of the major employers recruited from their own apprentices (e.g. those in Admiralty Dockyards, or Ministry of Supply Royal Ordnance Factories). It was decided, however, to have common rates of pay and common conditions of service. The architectural and engineering draughtsmen thus became the first of the "linked departmental classes": i.e. they remained departmental classes for the purpose of recruitment, but had common conditions of service, negotiated centrally, in matters of pay, hours of work, leave allowances, etc.

334. Post Office draughtsmen were excluded at first from the linked departmental classes but were brought into them later.

335. In considering scales of pay in 1945-46, regard was had to available information about outside rates, as well as to rates in other classes in the Service. Agreement was reached with the staff representatives on the new rates, with the exception of the maximum of the leading draughtsman's scale for women. The revised scales set out below were in consolidated form and effective from 1st January, 1946; they were promulgated in E.O.C. 79/47 (circulated as Document XV).

	<i>£ a year</i>			
Chief draughtsman	...	...	...	800 × 25—950
Senior draughtsman	...	...	...	625 × 25—750
Leading draughtsman	...	...	...	500 × 20—625
Draughtsman	...	...	...	300 × 20—525

the minimum being linked to age 21, with one increment per year for older officers, up to £440 at 28.

336. The reorganisation had a number of important features:—

- (i) The extension of common scales of pay and conditions of service to the several classes of draughtsmen previously segregated—architectural, civil engineering, mechanical, and electrical.
- (ii) The creation of a different structure by bringing in the two new levels of leading draughtsmen ("new style") as a grade immediately above the basic, to handle the higher quality drawing board work and for team leadership; and drawing office assistant to take on straightforward work so as to relieve the trained draughtsman and conserve his time for the more skilled duties. The remainder of the work of the two lowest old grades of draughtsman was rolled up and assigned to a single grade, the "new style" draughtsman.
- (iii) The application of provincial differentiation, which had rarely applied to drawing office staff previously.
- (iv) The introduction of age pay (up to age 28) in the basic grade scale. Age pay arrangements had not been in force generally before.

### History since the reorganisation

337. In 1949 the I.P.C.S. and the S.T.C.S. submitted a claim for an increase of 15 per cent. in the salary scales of all classes represented by them. The claim was based on increases both in the cost of living and in wages and salaries inside and outside the Civil Service. The claim in respect of the architectural and engineering draughtsmen (and of the technical classes) went to arbitration and the Tribunal awarded salary increases, varying from

6½ per cent. to 14 per cent., with effect from 1st October, 1950. The rates awarded were as follows:—

			£ a year
Chief draughtsman	...	...	870 × 25—970 × 30—1,030
Senior draughtsman	...	...	675 × 25—825
Leading draughtsman	...	...	570 × 20—675
Draughtsman	...	...	340 × 20—575, with age pay arrangements as previously (see paragraph 335), so that highest age pay became £480 at 28 or more.

338. Shortly before the 15 per cent. claim was submitted to arbitration, a claim had been put forward by the two staff associations for a shortening of the basic draughtsman scale, on the ground that rates of pay in the lower ranges were out of line with those offered to engineering draughtsmen in industry. Immediately after the award of the scales above, that claim was renewed in a modified form; but after discussion with the Treasury (who opposed it) it was not then further pursued immediately by the staff associations because of the pay addition negotiations that had then started.

### Pay addition

339. This increased the pay of the class, with effect from 1st January, 1952, as follows:—

				£ a year
Chief draughtsman	...	...	...	938—1,106
Senior draughtsman	...	...	...	734—891
Leading draughtsman	...	...	...	623—734
Draughtsman	...	...	...	374—628

340. The claim for a shortening of the scale for the draughtsman grade (by an increase of £20 at the minimum and £25 increments instead of £20) was renewed by the staff associations in January, 1952 and was finally submitted to arbitration. The Tribunal awarded the following scale which took effect from 1st February, 1953:—

£360 × £20—£575 (£397—£628 inclusive of pay addition)

i.e. the scale was shortened by one increment but the claim for larger increments was rejected.

### Seven per cent. claim

341. In January, 1953, the I.P.C.S. and the S.T.C.S. submitted a claim for 7 per cent. of basic pay to be added to pay addition. Negotiation on that claim is still proceeding.

## HOURS AND LEAVE

### Hours and overtime

342. Established members of these classes are conditioned to a week of 42 hours in London and certain Edinburgh headquarters offices and 44 in the provinces, including meal intervals. Temporary staff are conditioned to a 44 hour week wherever they are stationed. Draughtsmen come within the scope of the overtime (or, for the higher grades, extra duty allowance) arrangements described in paragraphs 63-67. (Most of the staff are working 45½ hours per week at present.

### **Annual leave**

343. Chief and senior draughtsmen have an annual leave allowance of 36 days, with the proviso that when negotiations are re-opened on general leave scales in the Civil Service they will be treated as though they had had the same entitlement in 1939 as the executive class (i.e. 36, rising to 48 after 15 years' service in grades carrying 36). Leading draughtsmen are allowed 36 days, and draughtsmen 28 days. The allowances for temporary staff are lower, but the basic grade draughtsman is given the same leave as the permanent officer after 3 years' continuous service.

## CHAPTER 20

### THE CLERICAL CLASS

#### DESCRIPTION OF THE CLASS

344. The clerical class comprises the general clerical class and some departmental clerical classes details of which are given in paragraph 360. The general clerical class consists of two grades—the higher clerical officer and the clerical officer.\*

#### Duties

345. Higher clerical officers are in charge of clerical staff in certain establishments and this supervision is usually the whole or main part of their duty, as for example in registries. The rest of their duty is case-work. (In other establishments the supervision is carried out by executive officers whose duties, in some cases, are also wholly or mainly supervisory, in others wholly or mainly case-work.) The clerical officer grade, the largest general service grade, is employed on a wide range of duties. Clerical officers perform all the simpler duties not assigned to clerical assistants (a sub-clerical grade described in Chapter 23); deal with particular cases in accordance with well-defined regulations, instructions or general practice; scrutinize, check and cross-check straightforward accounts, claims, returns, etc., under well-defined instructions; prepare material for returns, accounts and statistics in prescribed forms; undertake simple drafting and precis work; collect material on which judgements can be formed; and supervise the work of clerical assistants. Some members of the grade are designated clerical officer (secretary). They perform secretarial work, including shorthand and typing, for senior officers.

346. Superintendents of typists are technically members of the clerical officer grade, but for convenience they are dealt with separately in Chapter 22.

#### Representation

347. The Civil Service Clerical Association (C.S.C.A.) is the recognised association for clerical officers. It is jointly recognised with the Society of Civil Servants (S.C.S.) for higher clerical officers.

#### Numbers and pay

348. The numbers and salaries of the permanent staffs in this class, with whom this paper deals, are as follows: [Clerical officers (secretary) are shown separately only in order to indicate numbers.]

	<i>Numbers at 1.7.53</i>			<i>Pay</i>	
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men £ a year</i>	<i>Women £ a year</i>
Higher clerical officer ... ..	1,633	847	2,480	655-800	530-675
Clerical officer ... ..	51,153	26,260	77,413	170-570	170-460
Clerical officer (secretary) ...	15	1,284	1,299	170-570	170-460
<b>Total ... ..</b>	<b>52,801</b>	<b>28,391</b>	<b>81,192</b>		

N.B.—(i) The scales are those relating to staff in London and are consolidated scales not attracting pay addition.

(ii) The rest of this Chapter will not be concerned with women's scales.

(iii) The present and earlier men's scales are set out in detail in Appendix J.

\* The position of the 55,000 temporary clerks is described in Chapter 25.

## Recruitment

349. There are at present five regular and two experimental methods of entry to the general clerical grade. The regular methods are:—

- (a) Open competitions held twice yearly for young people between the ages of 16 and 18, consisting of a written examination in academic subjects at the ordinary level of the General Certificate of Education.
- (b) Open competitions held twice yearly for young men completing National Service within the previous eighteen months, consisting of a non-academic written examination.
- (c) Open competitions held annually for ex-Regular members of the armed Forces, consisting of a non-academic written examination. The competition must be taken within two years of leaving the Forces.
- (d) Limited competitions held twice yearly among staff in the minor and manipulative grades of the Civil Service. Broadly these are all non-industrial grades, established or unestablished, with scales of pay running to less than the maximum of the clerical officer scale, but not including clerical assistants and typists. Candidates must be between 25 and 30 years of age (22 and 30 for some Post Office grades) and must have had at least 3 years' full-time service.
- (e) Promotion by departmental selection, from among established clerical assistants and members of the typing grades; and to a very limited extent from certain manipulative grades in the Post Office, from paperkeeper, messenger and other similar grades, and from departmental sub-clerical grades.

350. The following table shows how vacancies in the basic grades of the general and departmental clerical classes were filled in 1952:—

			<i>Percentage of vacancies filled by open competition</i>	<i>Percentage of vacancies filled otherwise than by promotion</i>	<i>Percentage of all vacancies</i>
(1) OPEN COMPETITION					
(a) Young people	...	...	77.6	58.7	37.5
(b) Ex-National Service	...	...	9.4	7.1	4.5
(c) Ex-Regular	...	...	13.0	10.1	6.4
			100.0	75.9	48.4
(2) LIMITED COMPETITION	...	...		24.1	15.8
				100.0	64.2
(3) PROMOTION	...	...			35.8
Grand Total	...	...			100.0

351. In order to increase the flow of recruitment to the clerical grade from among boys and girls, two additional means of recruitment are being tried in 1953 as experiments, viz.:—

- (a) Recruitment among young people between the ages of 16 and 18 who have passed the General Certificate of Education at the Ordinary or Advanced level in certain subjects, notably English and possibly mathematics. Recruits are selected on the basis of these qualifications and with no further examination. In the event of there being more candidates than vacancies an order of merit is worked out on the basis of marks obtained in English and, if necessary, mathematics, in the General Certificate of Education.
- (b) The offer of clerical officer vacancies to a limited number of candidates in the boys' and girls' executive competition who are within the clerical competition age limits and have just failed to reach the executive standard.

352. Another method of recruitment used after the war was the establishment of the most suitable of the temporary clerks with certain qualifying periods of service. There were several reviews based on departmental selection and by early 1949 some 13,500 had been selected. Another review (scheme "A") in late 1949 and early 1950 yielded nearly 14,000 clerical officers. During 1950, the Civil Service Commission conducted written examinations which yielded about 10,500 clerical officers from some 40,000 applicants. This was known as scheme "B". All these figures include numbers established in the departmental clerical grades.

### Promotion outlets

353. Clerical officers have several promotion outlets. Young officers are eligible to enter the open competitions for the executive class and other classes (e.g. customs officer). Male clerical officers completing National Service can enter the limited competition for the executive class, open to former National Servicemen. Between the ages of 21 and 28 all clerical officers may compete three times in annual limited competitions for promotion to executive officer. When over 28 they may be considered for promotion by departmental selection, either to executive officer or to higher clerical officer. High clerical officers are eligible for promotion, by departmental selection, to the higher executive officer grade.

## DEVELOPMENTS IN PAY AND STRUCTURE

### Developments between 1931 and 1939

354. The general clerical class with its two grades (higher clerical officer and clerical officer) had been set up in 1920, after the Report of the Reorganisation Committee of the National Whitley Council. The Tomlin Commission thought that the two-grade structure was not altogether suited to the work. They recommended a three-tier structure (paragraphs 89-91 of their Report) with consolidated salaries as follows:—

					£ a year
Junior clerical officer	...	...	...	...	80—320
Overlapping grade	...	...	...	...	225—375
Higher clerical officer	...	...	...	...	375—500

A somewhat similar departmental structure already existed in the Service, for instance in the outstations of the Ministry of Labour and the Inland Revenue. The salaries were to be consolidated salaries. If the Commission had merely left the clerical grades to be dealt with under the general consolidation scheme in paragraph 352 of their Report and had not recommended a three-grade structure, the effect would have been to recommend the following scales:—

					£ a year
Junior clerical officer	...	...	...	...	90—331
Higher clerical officer	...	...	...	...	390—505

355. The Treasury and the C.S.C.A. agreed that it was not advisable to introduce the three-tier structure, and revised scales were negotiated for the two grades. They were:—

					£ a year
Clerical officer	...	...	...	...	85—350
				(from 1st May, 1936)	
Higher clerical officer	...	...	...	...	400—525
				(from 1st June, 1937)	

The agreement on the clerical officer scale also included provision for devolving some clerical officer work on to the grade of clerical assistant.

356. There was one very minor variation to the clerical officer scale in 1938 affecting only the 18 and 19 age points. It is shown in the pay history table at Appendix J.

### History during the war

357. The clerical grades received war bonus on the centrally agreed pattern. By 1945 this produced increases as follows:—

	<i>Basic</i>	<i>Basic and bonus</i>	<i>Percentage increase</i>
	£	£	
Clerical officer minimum	85	116	36
Clerical officer maximum	350	428	22
Higher clerical officer minimum	400	490	22
Higher clerical officer maximum	525	615	17

358. In 1941, a review arising from the recruitment of many temporary typing staff resulted in superintendents of typists being re-graded as clerical officers, and similarly in the up-grading of some secretarial posts to clerical officer posts.

### Post-war history : higher clerical officers

359. This grade was affected by the changes in structure introduced as a result of TC5/47 (see paragraph 275). The grade was much reduced in numbers, and since then its pay adjustments have automatically followed changes in the executive officer scale to the upper part of which the higher clerical officer scale is closely related. Their maxima are identical.

### Post-war history : clerical officers

360. There has been no change in the duties or structure of the grade, but it is worth remarking that many of the pre-war departmental grades on equivalent or lower salary scales were absorbed into the general clerical class during 1945-47, though in one or two cases the old intermediate grade still survives. Similarly most of the departmental clerical grades were given the general grade scale. The main surviving departmental clerical grades are:—

Inland Revenue tax officers.

Ministry of Labour grade 6 officers.

Customs and Excise departmental clerical officers.

Since the war the pay of these departmental clerical grades has followed well-nigh automatically upon that of the general clerical grade. These three grades, plus a few others, total about 30,000.

361. There have been several changes in the pay of the grade since the war.

362. The first post-war development was a pay claim in 1946. It began as a claim for shortening the scale but, as the negotiations lasted until the summer of 1947, it was extended to cover rises in the cost of living and changes in the outside rates for comparable work—in particular of bank clerks. Eventually a settlement was concluded and the shortened new scale, effective from July, 1947, gave increases ranging from 29 per cent. at the minimum of the scale down to 3 per cent. at age 21. The new maximum

represented increases of from 5 per cent. to 12 per cent. over the corresponding figures at the top four points on the old longer scale. (Appendix J shows how all points between £400 and £428 on the old scale correspond to £450 on the new.)

363. In the autumn of 1947, the Post Office manipulative workers secured, by agreement, increases in pay. Two important features of the settlement were:—

- (a) the new scales provided a big increment on reaching age 21, this being a common feature in outside industrial employment;
- (b) assimilation to the new scales was by the method known as "corresponding points" (see paragraphs 42-46).

The C.S.C.A. immediately claimed big increases for all staff from age 21 upwards, excluding only those who had already reached the maximum of the scale, and corresponding points assimilation instead of the smaller *ad hoc* increases which had formed part of the settlement. The Treasury declined to reopen the July settlement, and it went to arbitration in the summer of 1948. The Tribunal found against the claim for increases within the scale; but they stated that, in future, assimilation should generally be by corresponding points, and they awarded a revised settlement which gave the benefit of corresponding points assimilation in three instalments.

364. In the early part of 1949, the Tribunal awarded a further increase of 6s. a week to Post Office manipulative workers, and in the summer of 1949, the C.S.C.A. submitted a claim for a 15 per cent. increase based on the rise in the cost of living, changes in industrial rates and earnings, and, again, the increase awarded to the manipulative grades. The case was referred to the Arbitration Tribunal and heard by them at the height of the devaluation crisis. They found against the claim, "having regard to all the circumstances of the case, including the present economic condition of the country".

365. In 1950 the claim was re-submitted, but without reference to the manipulative increases, and at the end of that year was again referred to arbitration. The Tribunal awarded increases of some 10-11 per cent.

366. From 1st January, 1952, the clerical class received general civil service pay addition. Since the addition on salaries up to £500 was 10 per cent. and the clerical officer maximum was £500, all clerical officers received the maximum rate of addition.

367. In the autumn of 1952, the C.S.C.A. claimed that the clerical officer scale should be shortened by four points, i.e. that by bigger increments the clerical officer should reach his maximum four years earlier. The claim was based mainly on the ground that the Post Office manipulative workers had secured a two-point shortening at arbitration in 1951. The Treasury refused to concede the claim. It was then submitted to arbitration and rejected by the Tribunal.

368. In the sectional negotiations following upon the rejection of the Staff Side's claim for an increase in pay addition in the autumn of 1952, the Treasury offered clerical officers an increase equivalent to 4s. a week. This was smaller than the increases of the order of 7s. accepted in negotiation by the Post Office manipulative workers and received by industrial workers generally during 1952. The Treasury held that the industrial increase should be substantially discounted to take account of the fact that there had been little, if any, change in clerical salaries outside the Service during 1952. The



C.S.C.A., on the other hand, claimed a scale which, while restricted to the *percentage* increase shown by the industrial Wage Rate Index, would have given an average increase of 10s. a week. The matter was referred to arbitration and the Tribunal awarded a consolidated scale giving an average increase for adults of some £20 a year (7s. 9d. a week). This is the current 1953 scale, viz.:—£170 × 25 — 320 × 20 — 460 × 15 — 550 × 20 — £570.

## HOURS AND LEAVE

### Hours and overtime

369. Members of the clerical class are conditioned to a week of 42 hours in London and 44 in the provinces, including meal intervals. The actual working hours of the large majority of the class are 45½ hours a week at present.

370. Clerical officers are eligible for overtime at the rates set out in paragraph 63. Higher clerical officers come within the scope of the extra duty allowance scheme (paragraphs 65-67) and also, like executive officers, receive payment at plain time rate for authorised overtime beyond 4 hours a week (paragraph 64).

### Annual leave

371. Clerical officers are allowed 24 days, and higher clerical officers 36 days, a year.

## CHAPTER 21

### THE ASSISTANT (SCIENTIFIC) CLASS

#### DESCRIPTION OF THE CLASS

##### Duties

372. This class is the third of the three scientific classes (see paragraph 208 above). Assistants (scientific), under general supervision and instruction, make and set up apparatus and conduct experiments and tests, including subsequent computation and the written factual report. They may also do skilled work in particular laboratory crafts.

##### Numbers and pay

373. The class is composed of the following grades:—

	<i>Numbers at 1.4.53</i>			<i>Pay</i>	
	<i>Established</i>	<i>Temporary</i>	<i>Total</i>	<i>Men £ a year</i>	<i>Women £ a year</i>
Senior assistant (scientific)...	928	124	1,052	528—707	451—592
Established assistant (scientific)	1,806	—	1,806	250—520	250—435
Temporary assistant (scientific)	—	2,812	2,812	215—480	215—415
Total ...	2,734	2,936	5,670		

N.B.—(i) The scales are those relating to staff in London. Those for senior assistants (scientific) include pay addition and those for assistants (scientific) are consolidated scales. The ranges of pay for temporary senior assistants are co-terminous with the established scales.

(ii) The rest of this Chapter will not be concerned with women's scales.

(iii) The present and earlier men's scales are set out in detail in Appendix K1.

(iv) Separate figures for men and women are not available.

##### Structure

374. The distribution of the class by Departments is shown in Appendix K2. Examples of the organisation of some of the establishments in the Department of Scientific and Industrial Research are at Appendix C3. The organisation in defence establishments follows the same general pattern as that in the civil establishments.

##### Recruitment

375. Recruitment to established posts in the grade of assistant (scientific) is by continuous open competition, mainly for candidates between the ages of 17½ and 26 (with an extension for service on a regular engagement in H.M. Forces) but with a certain number of vacancies for candidates aged at least 26 who have specialised experience. The competition takes the form of an interview by a Selection Board appointed by the Civil Service Commissioners. Candidates are normally required to have at least School Certificate with a credit in mathematics or a scientific subject or an equivalent qualification, e.g. a General Certificate of Education in four subjects at Ordinary level to include (a) English and (b) a scientific or mathematical subject, but the Civil Service Commissioners may also accept candidates without the academic qualification who can show satisfactory evidence of specialised experience or skill.

376. There is departmental recruitment to temporary assistant (scientific) posts through the Ministry of Labour and National Service.

377. Exceptionally, there is open recruitment to posts in the senior assistant grade requiring specialised qualifications or experience not available within the Service. There are also arrangements for the promotion to the assistant class of members of other classes, industrial or non-industrial, aged at least 31.

### Promotion outlets

378. There is a limited competition for assistant experimental officer posts which is restricted to permanent members of the assistant (scientific) class aged at least 28 and under 31. The qualifications required for this competition are the minimum qualifications required for the open assistant experimental officer competition (see paragraph 291). There are also opportunities for members of the assistant (scientific) class over the age of 21 to enter the experimental officer class by promotion.

## DEVELOPMENTS IN PAY AND STRUCTURE

### Post-war reorganisation

379. Following the reorganisation of the higher levels of scientific staff on the principles laid down in Cmd. 6679 (see paragraph 208 above), the general service class of assistants (scientific) was with the agreement of the I.P.C.S. introduced with effect from 1st January, 1947, on the following scales (E.O.C.27/47 circulated as Document XVI):—

		£ a year
Senior assistant (scientific)	...	400 × 20—550
Assistant (scientific)—		
Established	... ..	195 × 15—380
Temporary scale I	... ..	290 × 15—350
Temporary scale II	... ..	150 × 15—240 × 10—290

### History after reorganisation

380. The I.P.C.S. subsequently claimed increases in the scales on the ground, mainly, that adjustments in the clerical officer scales since the introduction of the assistant (scientific) class had altered the relativities which had originally existed between the clerical and assistant (scientific) classes. The Treasury rejected the claim and the matter was referred to arbitration. In February, 1951 the Tribunal awarded the following scales with effect from 1st February, 1951:—

		£ a year
Senior assistant (scientific)	...	475 × 20—625
Established assistant (scientific)	...	215 × 15—290 × 20—350 × 15—455

The scales for temporary assistants (scientific) were subsequently revised to the following, with effect from the same date:—

		£ a year
Temporary scale I	... ..	325 × 15—415
Temporary scale II	... ..	170 × 15—260 × 10—280 × 15—355

381. Following an increase in the higher clerical officer scale, with effect from 1st January, 1951, the I.P.C.S. claimed an increase in the senior assistant scale. The Treasury rejected the claim and the matter was referred to arbitration. In June, 1951 the Tribunal awarded the following scale with effect from 1st July, 1951:—

		£ a year
Senior assistant (scientific)	...	480 × 20—500 × 25—650

382. The class received the general civil service pay addition with effect from 1st January, 1952. The inclusive scales thus became:—

	£ s a year
Senior assistant (scientific) ...	528.12—707.14
Assistant (scientific)—	
Established ... ..	236 —500
Temporary scale I ... ..	358 —456. 8
Temporary scale II ... ..	187.8 —390. 8

### Seven per cent. claim

383. Early in 1953, the I.P.C.S. submitted a claim for current pay addition to be increased by 7 per cent. of the then current basic scale. The following consolidated scales were agreed with effect from 1st January, 1953:—

	£ a year
Established assistant (scientific) ...	250 × 20—270 × 15—285 × 20—325 × 15—340 × 20—460 × 15—520
Temporary scale I ... ..	375 × 15—405 × 20—465 × 15—480
Temporary scale II ... ..	195 × 20—215 × 15—230 × 20—270 × 15—285 × 20—305 × 15—410

384. In October, 1953, it was agreed to substitute for the two temporary scales shown above a single consolidated scale as follows:—

£215 × £15—£230 × £20—£270 × £15—£285 × £20—£325 × £15—£340  
× £20—£420 × £15—£480

The assimilation terms and effective date for this scale are still under negotiation.

## HOURS AND LEAVE

### Hours and overtime

385. Established members of the assistant (scientific) class are conditioned to a week of 42 hours, including meal intervals, in London, and 44 hours, including meal intervals, in the provinces. Temporaries are conditioned to a 44-hour week, including meal intervals, in London and the provinces. The class in general is at present working a 45½-hour week but these hours may be varied by the demands of the work and by local conditions.

386. Senior assistants, like executive officers, receive overtime payment at plain time rate for hours worked in excess of 46 in London and 48 in the provinces. They also come within the scope of the extra duty allowance scheme (paragraphs 65-67). Established assistants receive overtime at the rates set out in paragraph 63. Temporary assistants receive overtime at the same rates as their established colleagues for hours worked in excess of 44.

### Annual leave

387. The annual leave entitlements of the class are as follows:—

Senior assistants ...	established staff—24 days rising to 36 after 15 years in grades carrying 24 days
	temporary staff—24 days
Assistants ... ..	established staff—24 days
	temporary staff—18 days (12 if under 18 years of age).

## CHAPTER 22

### THE TYPING GRADES

#### DESCRIPTION OF THE CLASS

388. The class is divided into copy typists and shorthand typists. The supervisory grades are dealt with here for convenience.

#### Representation

389. The nationally recognised association is the Civil Service Alliance (see paragraph 405), which shares recognition for the superintendents and controller grades with the National Association of Women Civil Servants.

#### Numbers and pay

390. Permanent staff,\* with whom this paper deals, are divided into the following grades:—

	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men £ a year	Women £ a year
Controller of typists ...	—	18	18	830—995	710—860
Chief superintendent of typists ...	—	130	130	655—800	530—675
Superintendent of typists ...	2	786	788	219 10s. — 619 10s.	219 10s. — 509 10s.
Supervisor of shorthand and/or copy typists ...	(About 600, included in figures below)			Pay as for shorthand or copy typist with an allowance of 12s. a week (viz. 11s. + 1s. pay addition)	
				£ s. a week	£ s. a week
Shorthand typist grade I ...	98	7,343	7,441	3.14 — 9. 5	3.14 — 7.10
Shorthand typist grade II ...	13	853	866	3.12 — 8.13	3.12 — 6.19
Copy typist grade I ...	76	8,425	8,501	3. 6 — 8. 6	3. 6 — 6.13
Copy typist grade II ...	15	728	743	3. 3 — 7.15	3. 3 — 6. 3
Learner typist ...	—	52	52	No scale fixed	2.18 — 5.12
<b>Total ...</b>	<b>204</b>	<b>18,335</b>	<b>18,539</b>		

N.B.—(i) The scales are those relating to staff in London, and are consolidated scales which do not attract pay addition.

(ii) The controller of typists scale is in fact the higher executive officer scale, described in Chapter 16; similarly the chief superintendent of typists scale is the higher clerical officer scale, described in Chapter 20. The superintendent of typists scale is in fact the clerical officer scale (which has age points from age 16 upwards,) with an allowance of £49.10s. a year (viz. £45 + 10 per cent. pay addition).

(iii) There is also a pool of verbatim shorthand writers on separate salary scales.

(iv) The rest of this Chapter will be concerned only with women's scales since the typing classes are predominantly staffed by women.

(v) The present and earlier women's scales are set out in detail in Appendix L, except that the age points below 25 on the superintendent of typists scale are not shown.

#### Proficiency allowances

391. In addition to the pay scales shown above, proficiency allowances are granted as follows to staff who reach the required standards:

- (a) Shorthand ... 8s. 6d. a week (viz.: 7s. 6d. + 1s. pay addition)
- (b) Typing 1st Class Pass ... 12s. a week (viz.: 11s. + 1s. pay addition)
- or Typing 2nd Class Pass ... 6s. 1d. a week (viz.: 5s. 6d. + 7d. pay addition)

Thus a copy typist with a first class pass in typing at a speed of 50 words per minute can earn an extra 12s. per week and a shorthand typist who has

\* Excluding blind staff.

382. The class received the general civil service pay addition with effect from 1st January, 1952. The inclusive scales thus became:—

	£ s a year
Senior assistant (scientific) ...	528.12—707.14
Assistant (scientific)—	
Established ... ..	236 —500
Temporary scale I ... ..	358 —456. 8
Temporary scale II ... ..	187.8 —390. 8

#### Seven per cent. claim

383. Early in 1953, the I.P.C.S. submitted a claim for current pay addition to be increased by 7 per cent. of the then current basic scale. The following consolidated scales were agreed with effect from 1st January, 1953:—

	£ a year
Established assistant (scientific) ...	250 × 20—270 × 15—285 × 20—325 × 15—340 × 20—460 × 15—520
Temporary scale I ... ..	375 × 15—405 × 20—465 × 15—480
Temporary scale II ... ..	195 × 20—215 × 15—230 × 20—270 × 15—285 × 20—305 × 15—410

384. In October, 1953, it was agreed to substitute for the two temporary scales shown above a single consolidated scale as follows:—

£215 × £15—£230 × £20—£270 × £15—£285 × £20—£325 × £15—£340  
× £20—£420 × £15—£480

The assimilation terms and effective date for this scale are still under negotiation.

### HOURS AND LEAVE

#### Hours and overtime

385. Established members of the assistant (scientific) class are conditioned to a week of 42 hours, including meal intervals, in London, and 44 hours, including meal intervals, in the provinces. Temporaries are conditioned to a 44-hour week, including meal intervals, in London and the provinces. The class in general is at present working a 45½-hour week but these hours may be varied by the demands of the work and by local conditions.

386. Senior assistants, like executive officers, receive overtime payment at plain time rate for hours worked in excess of 46 in London and 48 in the provinces. They also come within the scope of the extra duty allowance scheme (paragraphs 65-67). Established assistants receive overtime at the rates set out in paragraph 63. Temporary assistants receive overtime at the same rates as their established colleagues for hours worked in excess of 44.

#### Annual leave

387. The annual leave entitlements of the class are as follows:—

Senior assistants ...	established staff—24 days rising to 36 after 15 years in grades carrying 24 days
	temporary staff—24 days
Assistants ... ..	established staff—24 days
	temporary staff—18 days (12 if under 18 years of age).

# CHAPTER 22

## THE TYPING GRADES

### DESCRIPTION OF THE CLASS

388. The class is divided into copy typists and shorthand typists. The supervisory grades are dealt with here for convenience.

#### Representation

389. The nationally recognised association is the Civil Service Alliance (see paragraph 405), which shares recognition for the superintendents and controller grades with the National Association of Women Civil Servants.

#### Numbers and pay

390. Permanent staff,\* with whom this paper deals, are divided into the following grades:—

	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men £ a year	Women £ a year
Controller of typists ...	—	18	18	830—995	710—860
Chief superintendent of typists ...	—	130	130	655—800	530—675
Superintendent of typists ...	2	786	788	219 10s. — 619 10s.	219 10s. — 509 10s.
Supervisor of shorthand and/or copy typists ...	(About 600, included in figures below)			Pay as for shorthand or copy typist with an allowance of 12s. a week (viz. 11s. + 1s. pay addition)	
				£ s. a week	£ s. a week
Shorthand typist grade I ...	98	7,343	7,441	3.14 — 9. 5	3.14 — 7.10
Shorthand typist grade II ...	13	853	866	3.12 — 8.13	3.12 — 6.19
Copy typist grade I ...	76	8,425	8,501	3. 6 — 8. 6	3. 6 — 6.13
Copy typist grade II ...	15	728	743	3. 3 — 7.15	3. 3 — 6. 3
Learner typist ...	—	52	52	No scale fixed	2.18 — 5.12
Total ...	204	18,335	18,539		

N.B.—(i) The scales are those relating to staff in London, and are consolidated scales which do not attract pay addition.

(ii) The controller of typists scale is in fact the higher executive officer scale, described in Chapter 16; similarly the chief superintendent of typists scale is the higher clerical officer scale, described in Chapter 20. The superintendent of typists scale is in fact the clerical officer scale (which has age points from age 16 upwards,) with an allowance of £49.10s. a year (viz. £45 + 10 per cent. pay addition).

(iii) There is also a pool of verbatim shorthand writers on separate salary scales.

(iv) The rest of this Chapter will be concerned only with women's scales since the typing classes are predominantly staffed by women.

(v) The present and earlier women's scales are set out in detail in Appendix L, except that the age points below 25 on the superintendent of typists scale are not shown.

#### Proficiency allowances

391. In addition to the pay scales shown above, proficiency allowances are granted as follows to staff who reach the required standards:

- (a) Shorthand ... 8s. 6d. a week (viz.: 7s. 6d. + 1s. pay addition)
- (b) Typing 1st Class Pass ... 12s. a week (viz.: 11s. + 1s. pay addition)
- or Typing 2nd Class Pass ... 6s. 1d. a week (viz.: 5s. 6d. + 7d. pay addition)

Thus a copy typist with a first class pass in typing at a speed of 50 words per minute can earn an extra 12s. per week and a shorthand typist who has

\* Excluding blind staff.

## Annual leave

403. Established members of the typing grades are allowed:—

Typist	...	...	...	18 days rising to 21 days after 5 years' service.
Shorthand typist	...	...	...	21 days rising to 24 days after 5 years in the grade.
Clerical officer (secretary)	...	...	...	} 24 days.
Superintendent	...	...	...	
Chief superintendent	...	...	...	36 days.
Controller	...	...	...	36 days rising to 48 days after 15 years' service in grades carrying 36 days; this allowance is at present restricted to 36 days.



## CHAPTER 23

### CLERICAL ASSISTANT CLASS

#### DESCRIPTION OF THE CLASS

##### Duties

404. Clerical assistants perform the simpler clerical duties. These may be summarised as routine duties up to and including the preparation, verification and scrutiny of straightforward documents, statistics, records, etc.; the preparation of other documents, etc., subject to check; simple arithmetical calculations with or without the aid of office machinery; the simpler forms of registry work; simple correspondence of the stock letter and printed form type under well-defined general instructions; the operation of office machines where convenient. This is a description rather than a rigid definition, and other similar duties may also be assigned to the class. The higher ranges of clerical assistant duties overlap with the lower ranges of clerical officer duties.

##### Representation

405. The class is represented by the Civil Service Alliance (a federation comprising the Civil Service Clerical Association, the Inland Revenue Staff Federation, the Ministry of Labour Staff Association and the County Court Officers' Association).

##### Numbers and pay

406. The class is wholly an established one. The numbers and pay are:—

			<i>Numbers at 1.7.53</i>		<i>Pay</i>	
			<i>Men</i>	<i>Women</i>	<i>Men</i>	<i>Women</i>
			<i>Total</i>		<i>£ s. a week</i>	
					<i>£ s. a week</i>	
Clerical assistant ...	...	11,138	17,320	28,458	3.0 — 8.8	3.0 — 6.14

*N.B.*—(i) The scales relate to staff in London and are consolidated scales not attracting pay addition.

(ii) The rest of this Chapter will be concerned primarily with *women's* scales, since the grade was confined to women until 1950 (see paragraph 415).

(iii) The present and earlier scales for men and women are set out in detail in Appendix M.

##### Recruitment

407. The Civil Service Commission hold a competition approximately once every two or three weeks for posts in the Greater London area. The examination takes about two hours and consists of simple tests in common sense, accuracy and arithmetic. Recruitment through this competition is restricted to young women aged 15 to 20 some of whom may already be serving as temporary clerks grade III. In the provinces young women are invariably recruited as temporary clerks grade III in the first instance. Approximately once a year, an examination on the lines of the London competition is held by the Civil Service Commission at provincial centres in order to give temporary staff aged 15 to 20 an opportunity of establishment.

408. A large number of the vacancies have been filled by the offer of established posts to temporary clerks, men and women, aged 45 to 60, and registered disabled persons under 45 (see also paragraph 415). A scheme announced in 1950 yielded some 19,000 clerical assistants, and a second scheme announced in October, 1953 is expected to yield some 10,000 to 20,000. The age limits on this occasion are 40 to 60.

## Promotion outlets

409. Clerical assistants are eligible for promotion by departmental selection to the grade of clerical officer and thence to executive officer and the higher grades in the executive class. (They are not eligible to take the limited competition for appointment to the clerical class.)

## DEVELOPMENTS IN PAY AND STRUCTURE

410. For convenience, the developments are divided into three main stages: history up to 1939, history during the war, and post-war history.

### Pre-war history

411. The 1920 Reorganisation Committee recommended the creation of a writing assistant class, open to women only, to be employed in Departments where there were large blocks of very simple routine clerical work and work preliminary to machine operations. The Tomlin Commission thought, *inter alia*, that the continued existence of the class was necessary; that the class should be confined to women; and that some of the routine duties performed by clerical officers should be entrusted to writing assistants.

412. Most of the Tomlin recommendations were adopted. In May, 1936, the writing assistant class was renamed clerical assistant, grade I. In some Departments where the proportion of low-grade machine work was very large clerical assistants grade II were introduced. The pay for the grades was:—

Grade	Pay
	£ s. a week
Clerical assistant, grade I ...	1.8 — 3.12
Clerical assistant, grade II ...	1.2 — 2.17

### History during the war

413. During the war when civil service pay claims based on movements in prices and wages were settled by central negotiation between the two sides of the National Whitley Council, the clerical assistant class received the increases given to the Civil Service generally.

### Post-war developments

414. At the end of 1945, the structure of the class was reviewed. It was decided that the grade II should be abolished, and a fresh scale (shown in Appendix M) was introduced. This scale was identical with that for copy typists, for staff from age 20 upwards. The creation of the machine operating class in 1948 took from the clerical assistant class much of the simple machine work and gave it to the machine assistant grade, but in offices where (on account of the small volume of machine work) the machine grades are not employed, clerical assistants can still perform the duties.

415. In 1950, the decision to recruit older men and women from the ranks of temporary staff (see paragraph 408) made it necessary to reconsider the length of the women's scale and to introduce a men's scale. Men were thus employed in the grade for the first time. The Civil Service Alliance and the Treasury differed and the matter was referred to arbitration. The scales awarded by the Tribunal (shown in Appendix M) gave to women clerical assistants a scale which was a little lower, at many adult points, than the copy typist scale. This reflects the fact that the typing classes had, in the post-war period, to be given increases relatively larger than those given to the clerical classes (see Chapter 22). The resulting clerical assistant scale was, however, one point longer than the copy typist scale with a slightly higher maximum. This relationship has been preserved since then.

416. Clerical assistants received pay addition from 1st January, 1952, at the appropriate rate (in their case 10 per cent.).

417. In 1953, consequent upon the award of a new consolidated scale to clerical officers, the clerical assistant scales were increased and consolidated from 1st January, 1953. The scales brought in then are the current scales.

#### HOURS AND LEAVE

##### **Hours and overtime**

418. Clerical assistants are conditioned to a week of 42 hours in London and 44 in the provinces, including meal intervals. The actual working hours of the large majority are 45½ hours a week at present.

419. Members of the grade come within the scope of the overtime arrangements set out in paragraph 63.

##### **Annual leave**

420. Clerical assistants are allowed 18 days leave rising to 21 days after 5 years' service.

## CHAPTER 24

### THE MACHINE OPERATING CLASS

#### DESCRIPTION OF THE CLASS

##### Duties

421. This class is employed where blocks of staff are regularly and substantially engaged on the operation of adding, calculating, accounting, punched card and similar machines.

##### Numbers and pay

422. The class is composed of three grades. Its pay scales and the numbers of established staffs, with whom this paper primarily deals, are as follows:—

	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men £ a year £ s. a week	Women £ a year £ s. a week
Senior machine operator...	19	479	498	460—570	385—460
Machine operator ...	153	1,958	2,111	3. 14 — 9. 5	3. 14 — 7. 10
Machine assistant ...	79	1,077	1,156	3. — — 8. 8	3. — — 6. 14
	251	3,514	3,765		

*N.B.*—(i) The scales are those relating to staff in London and are consolidated scales not reflecting pay addition.

ii) This Chapter will be concerned primarily with women's scales, since the overwhelming majority of the staff are women.

iii) The current and earlier scales for women are set out in full in Appendix N.

##### Structure

423. The grading of each machine operating post is dependent upon several factors, such as the difficulty of the operation, whether the work is repetitive or not, etc.; machine assistants perform the simplest work, machine operators the more complex or less repetitive and senior machine operators the best, including supervision and training. The duties include incidental and auxiliary manual and clerical work; when not employed on machine operating duties, senior machine operators can be employed on clerical officer duties and the two lower grades on simpler clerical duties.

##### Recruitment

424. Recruitment to the established class from outside the Service is to the basic grade of machine assistant.

425. In London, the examinations conducted by the Civil Service Commissioners for recruitment to the established clerical assistant class are used also to recruit established machine assistants. These open competitions are held approximately once every two or three weeks. The examination consists of simple tests in common sense, accuracy and arithmetic. Recruitment through these competitions is restricted to young women aged 15 to 20. Some staff are recruited first as temporary machine assistants. If they are of suitable age they then take the open competition; if they are older they take a limited competition.

426. In the provinces, all staff are recruited first as temporary machine assistants. Approximately once a year a limited competition is held at provincial centres to recruit them to the established grade of machine assistant.

## DEVELOPMENTS IN PAY AND STRUCTURE

427. The machine operating class was created in 1948 when the number and variety of machines used in the Service had increased considerably since pre-war days. It was originally intended that only women should be established in the new class, and the 1948 scheme for the establishment of temporary staff was thus restricted.

428. The pay of the grades was related to that of clerical officers and of the sub-clerical grades: the senior machine operator received a scale extending from the efficiency bar on the clerical officer scale up to the maximum of that scale, the machine operator received the shorthand typist (grade I) scale, and the machine assistant the clerical assistant scale. This relationship has been preserved since then.

429. A further scheme for the permanent recruitment of staff then serving in a temporary capacity was announced in December, 1950. It provided for the establishment in the class of men as well as of women; but as the numbers in paragraph 422 show, the class has remained a predominantly female one.

### Duplicating grades

430. In addition to the three grades of the machine operating class, there are duplicating operator grades who comprise less than 1,000 staff (including some 780 women in a departmental class employed by H.M. Stationery Office).

## HOURS AND LEAVE

### Hours and overtime

431. Established members of the machine operating grades are conditioned to a week of 42 hours in London and 44 in the provinces. Unestablished members of the grades are conditioned to a week of 44 hours both in London and in the provinces. These conditioned hours are all inclusive of meal intervals. The actual working hours of the large majority of officers in these grades are 45½ hours a week at present.

432. The machine operating grades come within the scope of the overtime arrangements set out in paragraph 63.

### Annual leave

433. Established staff are eligible for the following leave allowances:—

Senior machine operator ...	24 days
Machine operator ... ..	21 days rising to 24 after 5 years in the grade;
Machine assistant ... ..	18 days rising to 21 after 5 years' service.

Temporary staff are allowed 18 days leave (12 days if under 18 years of age) irrespective of grade.

## CHAPTER 25

### TEMPORARY CLERKS

#### DESCRIPTION OF THE CLASS

434. Unlike most other temporary grades, temporary clerks have different rates of pay from those of established clerks. They require, therefore, a separate Chapter.

#### Duties

435. Temporary clerks grades I, II and III supplement the work of the established grades of clerical officer and clerical assistant described in Chapters 20 and 23.

The duties of the three grades are as follows:

*Grade III.* Duties normally allotted to clerical assistants and the simpler duties performed by clerical officers, i.e. those with which the higher duties of clerical assistants overlap.

*Grade II.* Minor supervisory duties and individual work of a higher order than grade III.

*Grade I.* Supervisory duties not of the minor character appropriate to grade II, but not up to the standard of a higher clerical officer.

#### Representation

436. The recognised staff association for temporary clerks is the Civil Service Alliance, a federation whose composition has been described in paragraph 405.

#### Numbers and pay

437. The numbers and pay of the class are:—

	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men	Women
				£ s. a week	£ s. a week
Temporary clerk, grade I	144	306	450	6.12 — 8.10	5. 5 — 6.16
Temporary clerk, grade II	9,335	10,415	19,750	2.15 — 7.17	2.15 — 6. 5
Temporary clerk, grade III	14,047	20,348	34,395	2.10 — 7. 7	2.10 — 5.17
	<u>23,526</u>	<u>31,069</u>	<u>54,595</u>		

*N.B.*—(i) The scales are those relating to staff in London and are consolidated scales not attracting pay addition.

(ii) The rest of this Chapter will not be concerned with women's scales.

(iii) The present and earlier men's scales are set out in detail in Appendix O.

#### Recruitment

438. Vacancies for temporary clerks are notified by Departments to Labour Exchanges, which submit suitable applicants, without any upper age-limit, to Departments.

#### DEVELOPMENTS IN PAY AND STRUCTURE

439. Before 1914 these grades were intended to cope with seasonal and other rushes of work (e.g. population census work) which were beyond the numerical capacity of established staffs. In the first war, as in the second, it became necessary to recruit many thousands of temporary clerks for the

additional work of supplying and moving the armed Forces and of rationing and controlling the civilian economy, quite apart from the replacement of those established young men who had joined the Forces. By the time the Tomlin Commission reported in 1931 the number of temporary clerks had shrunk, and the Commission recommended (see paragraph 542 of their Report) that temporary clerks should not normally be employed beyond periods of 18 months, permanent work being done by established staff. (The present 55,000 temporary clerks will be reduced by the "Over 40's" scheme referred to in paragraph 442. A number of these are of course employed on seasonal work.)

440. In view of the Tomlin recommendation temporary clerks were on flat rates of pay from 1937 to 1939. Appendix O shows how longer scales came gradually to be introduced again for the large numbers of temporary clerks recruited during the war. Apart from this structural aspect the scales were increased at approximately the same time as those for clerical officers, viz.:

- (a) by general service war bonus and consolidation addition between 1939 and 1945;
- (b) by an increase from 1st July, 1947;
- (c) by an increase from 1st December, 1950 (as distinct from the scale lengthening of 1st October, 1950);
- (d) by general service pay addition from 1st January, 1952; and
- (e) by an increase from 1st January, 1953.

441. In October, 1949, the Civil Service Alliance at arbitration claimed the clerical assistant scale (see Chapter 23) for temporary clerks grade III and the clerical officer scale (see Chapter 20) for grades II and I, i.e., they claimed parity with established clerks. The Tribunal found that the claim had not been made good, but went on to recommend that the parties should, at an appropriate time, negotiate scales of pay to be applied to temporary clerks with not less than five years' temporary service. The scale lengthening of 1st October, 1950, was the upshot of this recommendation.

## Establishment

442. Opportunities have been given to the temporary clerks to become established as clerical officers or clerical assistants by very simple methods. The results are as follows:—

	<i>Number of posts on offer</i>			<i>Number of posts taken up</i>	
1. First review 1945 ... ..	...	...	4,500	4,500	
2. Second review 1947 ... ..	...	...	2,000	2,000	
3. Ten thousand scheme 1947-8 ... ..	...	...	10,000	9,600	
4. Thirty-four thousand scheme, 1950:					
Scheme A 15,000					
Scheme B 19,000			34,000	Scheme A 13,736	24,412
			20,000	Scheme B 10,676	18,624
5. Over 45's scheme 1951 ... ..	...	...	10,000 to 20,000		not yet known
6. Over 40's scheme 1953 ... ..	...	...			

In scheme B (of item 4 above), the Civil Service Commission held a series of written examinations; a successful candidate had then to be recommended by his employing Department before he could gain establishment. In all other schemes, the Treasury fixed departmental quotas within which staff were selected departmentally for nomination to the Civil Service Commission. This selection was, in some Departments and in the earlier schemes, achieved by means of a written examination.

**Hours and overtime**

443. Temporary clerks are conditioned to a week of 44 hours both in London and in the provinces, including meal intervals. The actual working hours of the large majority are  $45\frac{1}{2}$  hours a week at present. They come within the scope of the overtime arrangements described in paragraph 63.

**Annual leave**

444. Temporary clerks are allowed 18 days leave (12 days if under 18 years of age).



## THE POST OFFICE MANIPULATIVE GRADES

## ORGANISATION OF THE POST OFFICE

445. The manipulative grades are confined to the Post Office, the organisation of which, so far as it affects these grades, must first be described.

**Functions**

446. The work of the Post Office may be divided into two main categories: (a) communications and remittance services and (b) various State services which have little or no connection with communications but for which the organisation of the Post Office affords convenient machinery. The services under (a) are:

- (i) the postal service, including the overseas mails and the parcel post;
- (ii) the telegraph service, inland and overseas, and wireless communications with ships at sea;
- (iii) the telephone service, inland and international, including radio telephone services;
- (iv) the remittance of money by means of money orders (postal and telegraphic), postal orders and the cash-on-delivery system.

The services under (b) include the banking service of the Post Office Savings Bank and a great variety of services, such as issue of licences and payment of pensions, carried out on behalf of other authorities and described generally as agency services.

**Organisation in the field**

447. The operations of the Post Office, apart from the overseas telecommunications services, are carried out in the "field" by 10 territorial Directorates. In London, there are two such Directorates, one responsible for postal and the other for telecommunication services. Under the control of these Directorates, there are, in the second line, 56 telephone managers 456 head postmasters and, in London, nine district postmasters. As a third line, under the control of the head and district postmasters are approximately 1,200 subsidiary Crown Post Offices and some 22,000 Scale-Paymen Post Offices as well as numerous Postmen's Delivery Offices. Under the general control of the telephone managers are 6,148 Telephone Exchanges of which 1,765 are manual and 4,383 automatic.

**The place of the manipulative grades**

448. Most of the manipulative staff are under the local control of head postmasters. Each head postmaster is assisted by an assistant postmaster and, at the largest offices, by a chief superintendent and superintendents. He is responsible to the Regional Director (or Director, in the case of Northern Ireland, Scotland, and Wales and Border Counties) for all aspects of postal and telegraph business and staffing, as well as for the recruitment, payment of wages, and discipline of telephone operating staff, in his District.

449. In addition to the Head Post Office where all types of Post Office business are transacted, there are under his control Branch Offices, undertaking counter work and in some cases telegraph delivery; Postmen's Delivery Offices, undertaking postal work only; Salaried Post Offices (in the charge of a postmaster or postmistress), undertaking counter, telegraph and postal work; and Scale-Payment Sub-Offices (in the charge of a sub-postmaster or sub-postmistress paid on an agency basis), undertaking counter and sometimes telephone operating and telegraph and postal delivery work.

450. Manipulative grades are also employed in the External Telecommunications Executive, which is a part of Post Office Headquarters under the control of a Director and is responsible for administrative and operational control of all overseas telegraph and telephone services.

#### DESCRIPTION OF THE GRADES

##### Duties

451. The principal manipulative rank-and-file grades and their main duties are:

- (i) postal and telegraph officers, who staff the public counters and perform much of the writing work connected with the day-to-day management of Post Offices ;
- (ii) telegraphists, who send and receive telegrams, and perform ancillary duties in telegraph instrument rooms ;
- (iii) postmen, higher grade, who perform the more important rank-and-file work in sorting offices, and at some offices undertake the supervision of small numbers of postmen ;
- (iv) postmen, who perform the remaining rank-and-file work in sorting offices, as well as all postal collection and delivery work, and deliver telegrams ;
- (v) telephonists, who perform telephone operating and undertake certain ancillary duties in telephone exchanges ; and
- (vi) cleaners, doorkeepers and liftmen, who perform the duties indicated by their titles.

452. The immediate supervision of the rank-and-file staff is carried out by assistant superintendents and overseers for counter and writing work ; by supervisors, higher grade, supervisors and assistant supervisors for telegraph work ; by chief inspectors, inspectors and assistant inspectors for postal work ; and by senior chief supervisors, chief supervisors, supervisors and assistant supervisors for telephone work.

453. The following manipulative grades are employed by the External Telecommunications Executive:—

- (a) For telegraph working: cable-room telegraphists, cable-room assistant supervisors, cable-room supervisors, cable-room supervisors, higher grade, and cable-room superintendents.
- (b) For telephone working: telephonists, assistant supervisors, supervisors, chief supervisors, and senior chief supervisors. (The London Telecommunications Region is temporarily exercising control of these staff.)

454. In addition to the main manipulative grades mentioned in the preceding paragraphs, there are a number of relatively small specialist grades, such as radio operators and their supervising staff.

##### Representation

455. All the rank-and-file grades are represented by the Union of Post Office Workers, but the National Guild of Telephonists are also recognised as representing telephonists (M), and the Government Overseas Cable and Wireless Operators' Association as representing cable-room telegraphists. The supervising grades are represented by the Association of Post Office Controlling Officers, but the Postal Inspectors' Association are also recognised as representing the postal inspectorate grades in the provinces.

##### Numbers and pay

456. The numbers and pay of the grades are set out in the table on the next page.

Grades	Numbers at 1.7.53			Pay	
	Men	Women	Totals	Men £ s. d. a week	Women £ s. d. a week
<b>RANK AND FILE GRADES</b>					
Postmen ...	82,193	4,227	86,420	3 5 0†—7 14 6	3 5 0†—6 4 6
Postmen, higher grade ...	19,519	540	20,059	6 6 6—8 14 0	5 16 0—6 15 6
Telegraphists (inland) ...	2,129	5,242	7,371	3 5 0†—8 14 0	3 5 0†—6 15 6
Postal and telegraph officers ...	15,300	6,590	21,890	3 6 0†—9 16 0	3 6 0†—7 17 6
Telephonists ...	15,377	33,169	48,546	6 3 6—8 10 0	3 4 6†—6 12 0
Cleaners and allied grades ...	5,322	3,057	8,379	6 2 6—6 7 0	5 6 0 —
Other grades ...	3,015	401	3,416	various rates	various rates
<b>Totals ...</b>	<b>142,855</b>	<b>53,226</b>	<b>196,081*</b>		
<b>SUPERVISING GRADES</b>					
<i>Postal</i>				<i>£ a year</i>	<i>£ a year</i>
Assistant inspectors	3,214	—	3,214	505—570	—
Inspectors ...	657	—	657	595—675	—
Chief inspectors ...	108	—	108	705—810	—
<i>Telegraph (inland)</i>					
Assistant supervisors ...	259	309	568	510—580	395—440
Supervisors ...	75	38	113	605—675	460—535
Supervisors, higher grade ...	16	5	21	705—810	565—650
<i>Counter and Writing</i>					
Overseers ...	2,117	592	2,709	570—675	460—535
Assistant superintendents ...	404	25	429	705—810	565—650
<i>Higher Supervising</i>					
Superintendents ...	103	1	104	855—945	690—760
Chief superintendents ...	12	—	12	970—1,050	—
Assistant postmasters ...	456	—	456	Various ranging from 610—675 to 1,115—1,210	—
<i>Telephone</i>					
Assistant supervisors ...	1,380	3,248	4,628	500—550	410—440
Supervisors ...	230	565	795	560—590	460—510
Chief supervisors	57	123	180	620—685	550—600
Senior chief supervisors ...	5	9	14	735—845	640—730
<i>Other Grades</i>	784	71	855	various rates	various rates
<b>Totals ...</b>	<b>9,877</b>	<b>4,986</b>	<b>14,863</b>		

N.B.—(i) The figure marked \* includes part-time staff (10,518 men and 10,908 women) counted as one-half. These are mainly postmen, telephonists and cleaners.

(ii) The rates shown are those relating to staff in London. Those for the supervising grades (except assistant postmasters whose scales are undifferentiated) are subject to the provincial differentiation deductions applying to monthly paid civil servants generally. The amount of the deductions for the weekly paid staff range from 3s. 0d. to 4s. 6d. in intermediate areas and from 6s. 6d. to 9s. 0d. in provincial areas.

(iii) The rates for male cleaners and allied grades include pay addition. The others are consolidated.

(iv) Minima marked † are related to age 16.

(v) Some members of the rank-and-file grades are in addition paid allowances for the performance of duties outside the ordinary duties of the grade e.g. part-time supervising.

(vi) The present and earlier scales for the main grades are set out in detail in Appendix P.

## Uniform

457. Uniform clothing is supplied to certain rank-and-file grades, particularly postmen and postmen, higher grade, also to supervising officers up to the rank of inspector whose duties involve the direct supervision of uniformed rank-and-file grades. Waterproof protective clothing is provided for outdoor duties. Protective clothing is also supplied extensively to staff whose duties involve rough and dirty work.

## Recruitment

458. The method of recruitment varies according to the grade. Vacancies on the rank-and-file grades are filled by one or a combination of the following means:—

- (a) The appointment of outside candidates and the selection of suitable officers from other manipulative grades, as under:—

*Postmen.* The method of selection is by objective tests of aptitude and an interview, preference being given to ex-Servicemen, particularly ex-Regulars.

*Telephonists* are recruited by interview, at which candidates are tested for speech, hearing, handwriting, and alertness. Establishment is subject to the passing of a simple qualifying examination in English and arithmetic. For men's posts, preference is given to ex-Servicemen, particularly ex-Regulars.

*Telegraphists* are recruited by interview, establishment being subject to the passing of a simple qualifying examination in English, arithmetic, and general knowledge. For men's posts, two out of three vacancies are filled by selection from officers in certain other manipulative grades. (Recruitment of established telegraph staff is being restricted at present because of the continued decline in telegraph traffic.)

- (b) Open and limited competitions, which are held for appointments as *Postal and telegraph officer*. The open competitions (age limits 16-18) to which are allotted 25 per cent. of the vacancies, are held on a local Head Office basis twice a year, as required, for boys and girls separately. The subjects of examination are arithmetic, spelling, English and a general paper, the standard being approximately at the Ordinary level of the General Certificate of Education. The limited competitions (age limits 18-45), to which are allotted the remaining 75 per cent. of the vacancies, are held annually, on a regional basis, separately for men and women already serving in the Post Office in certain other rank-and-file manipulative grades. The examination takes the form of an intelligence test rather than an academic test. The limited competitions are arranged in two sections, section A for candidates between 18 and 30 years of age and section B for those between 30 and 45.

459. Vacancies in the supervisory grades are generally filled by promotion.

## Promotion outlets

460. The rank-and-file grades are eligible for promotion to first line supervising posts within their own hierarchy (i.e., postal, telegraph, counter and writing or telephone) and thereafter to higher posts within the same hierarchy. There are also various openings for advancement—either by

selection or limited competition—from one rank-and-file grade to another, e.g., postman to postman, higher grade, or to postal and telegraph officer. Subject to certain conditions, the rank-and-file grades are also eligible to compete in limited competitions for appointment to the clerical class, and in addition postal and telegraph officers may be advanced to this grade by special selection. Some grades are also eligible for limited competitions and/or selection for advancement to certain Post Office departmental grades such as traffic officer, sales representative, etc.

461. The supervising grades are eligible for promotion to higher grades within their own hierarchy, and in addition they may apply for appointment to certain other Post Office departmental grades.

#### DEVELOPMENTS IN PAY AND STRUCTURE

462. The scales of pay for the manipulative grades were comprehensively reviewed by the Civil Service Arbitration Tribunal in 1938, since when the scales have been increased on a number of occasions, as follows:—

- (i) *1940-45.* General civil service war bonus and consolidation addition.
- (ii) *June, 1946.* The increased scales, apart from those for postal and telegraph officers, were the subject of agreement with the staff associations concerned, and they were associated with a major reorganisation (normally referred to as re-allocation) of the indoor postal, telegraph, counter and writing work performed by the manipulative rank-and-file and supervising grades. The principal objects of the scheme were to introduce a more logical allocation of work, to align remuneration more closely to the value of the work of each grade, and to offer the postman grade the prospect of a better career. The scheme involved the abolition of certain grades and the creation of new grades.
- (iii) *October, 1947.* The increased scales were the subject of agreement with the staff associations concerned. In the case of the supervising grades, only the first line grades were affected.
- (iv) *June, 1949, and July, 1950.* The increased scales resulted from Awards of the Civil Service Arbitration Tribunal. Those for the rank-and-file grades took effect from June, 1949, and those for the supervising grades from July, 1950.
- (v) *January and April, 1951.* The increased scales for the rank-and-file grades, which resulted from Awards of the Civil Service Arbitration Tribunal, took effect from January, 1951, and those for the supervising grades, which were the subject of agreement with the staff association concerned, from April, 1951.
- (vi) *June, 1951.* This revision, which affected provincial staff only, resulted from the extension to the manipulative grades of the normal civil service scheme of the classification of areas for purposes of pay. This change was the subject of agreement with the staff associations concerned.
- (vii) *January, 1952.* General civil service pay addition.
- (viii) *January, 1953.* Increased scales introduced for rank-and-file grades in agreement with the staff associations concerned, and for the supervising grades under an Award of the Civil Service Arbitration Tribunal.

**Hours**

463. The normal conditioned and working hours of the rank-and-file grades are 48 gross (44 hours gross in the case of telephonists (F) and telegraphists (F) under 16 years of age). The hours of the supervising grades are generally 48, 44 or 42 gross, according to the grade of officer and the town of employment. Meals intervals average about  $3\frac{1}{2}$  hours weekly. Rest reliefs are given in addition on certain duties.

**Overtime**

464. The rank-and-file grades and the lower supervising grades are eligible for overtime at the rates set out in paragraph 63. Hours of overtime worked between 8 p.m. and 6 a.m. carry a time allowance of one-sixth in all cases (see next paragraph). The higher supervising grades (i.e. generally officers above the rank of assistant superintendent) who are ineligible for overtime pay are eligible for extra duty allowance and long hours gratuities (paragraphs 65-69).

**Time allowance for night duty**

465. For grades conditioned to a 48-hour gross week, each hour of duty between 8 p.m. and 6 a.m. is reckoned as equivalent to one-and-one-sixth hours of day duty, subject to a maximum allowance of 6 hours a week for normal attendance. For supervising grades having a 44-hour gross week the addition is one-fifteenth, subject to a maximum allowance of 2 hours a week. The allowance is not applicable to grades having a 42-hour gross week.

**Time allowance for long covering periods**

466. Officers performing duties involving more than one attendance daily and covering a period of more than 11 hours receive a time allowance of one minute for each four minutes by which the covering period exceeds 11 hours. The time allowance is included in the normal working hours, thus reducing the total hours of scheduled duty.

**Sunday pay**

467. Extra payment is normally made for scheduled Sunday attendance at one-and-a-half times the ordinary rate, subject to certain maximum hourly rates (minimum payment as for two hours attendance).

**Annual leave**

468. The annual leave allowance ranges, according to grade from 14 to 24 days for the rank-and-file grades, and from 21 to 36 days for the supervising grades.

**Public holidays**

469. Full pay is given in all cases for the week in which a public holiday falls, whether attendance on the holiday is required or not. Attendance on Christmas Day and Good Friday (New Year's Day in Scotland) is treated and paid for as if it were Sunday duty, except that staff who would not thereby be entitled to extra payment are allowed a day's leave instead. A day's leave is also allowed in lieu of any attendance on a bank holiday (except for short attendances of not more than 2 hours continuous with night attendance).

## THE POST OFFICE ENGINEERING AND ALLIED GRADES

470. The functions of the Post Office and its "field" organisation of the territorial Directorates controlling, on the one hand, 56 telephone managers and, on the other, 465 head and district postmasters have been described in paragraphs 446-447.

471. The Engineering Department of the Post Office is responsible for all the engineering work, except such as is carried out by the Factories Department. Its principal function is the installation and maintenance of telecommunications equipment, but includes also the maintenance of other engineering plant, including motor vehicles. The Factories Department is responsible primarily for the repair and reconditioning of Post Office apparatus and equipment that is not dealt with *in situ*. The Supplies Department is responsible for the forward provision (i.e. planning of future purchases), receipt, storage, and distribution of postal and telecommunications stores used by the Post Office. It also performs subsidiary functions, such as the control of the manufacture of stamps and watermarked paper.

## DESCRIPTION OF THE GRADES

**Duties**

472. Some examples of the work of the principal grades are given in Appendix Q2. Their place in the organisation may be summarised as follows:—

*The engineering grades*

Most of the staff employed on engineering work are under the local control of telephone managers, but some are directly controlled by the Engineering Department, by the territorial Directorates, or by the External Telecommunications Executive (see paragraph 450). The telephone manager is responsible for the carrying out of virtually all engineering work in his Area, with the assistance of a body of senior engineering staff.

*The motor transport grades*

Most of the staff employed on motor transport maintenance are controlled by the territorial Directorates, but some, including those at four large repair depots, are directly controlled by the Engineering Department.

*The factories grades*

These are employed in factories in various parts of the country engaged mainly on the repair of telephone apparatus. They are under the control of factory managers responsible to the Factories Department and independent of the territorial Directorates. Factory managers are assisted by assistant factory managers and, as regards the territorial aspects of their work, by factory overseers, both of these grades being included in the group of linked departmental technical works, engineering and allied classes.

*The supplies grades*

The supplies rank-and-file and supervising staff are mainly employed in stores depots in various parts of the country. They are under the local control of depot managers responsible directly to the Supplies Department and independent of the territorial Directorates. The control and co-ordination of storekeeping of all depots is vested in chief supplies superintendents employed at the Supplies Department Headquarters.

### The cable-ship grades

Four ships are used by the Engineering Department for the laying, repair and recovery of submarine cables.

### Representation

473. All the rank-and-file grades are represented by the Post Office Engineering Union. The engineering, motor transport, and supplies supervising staff are represented by the Society of Telecommunication Engineers; the factories supervisory staff, and the superintendent storewomen in the Supplies Department, by the Association of Post Office Controlling Officers.

### Numbers and pay

474. The numbers and pay of the grades are :

Grades	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men	Women
<b>I. ENGINEERING</b>					
Labourer ... ..	1,394	—	1,394	£ s. d. a week 6 9 0—6 11 0	—
Technician class IIB ...	9,102	—	9,102	6 12 6—7 15 6	
Technician class IIA ...	21,781	—	21,781	7 0 0—8 0 0	
Technician class I ...	7,647	—	7,647	8 9 6—8 16 0	
Technical officer ...	14,366	—	14,366	7 3 6—10 4 0	
Others ... ..	3,461	—	3,461	various rates	
Total rank-and-file	57,751	—	57,751		
Inspector ... ..	1,080	—	1,080	£ a year 484—613	—
Assistant engineer (a)...	3,797	—	3,797	374—739	
Totalsupervising...	4,877	—	4,877		
<b>II. MOTOR TRANSPORT</b>					
Labourer (motor transport) ... ..	29	—	29	£ s. d. a week 6 9 0—6 11 0	—
Garage assistant ...	560	—	560	6 12 6—6 17 6	
Mechanic B ... ..	373	—	373	6 11 0—7 12 0	
" A ... ..	1,848	—	1,848	6 18 0—7 18 6	
Senior mechanic and mechanic-in-charge, grade III ... ..	622	—	622	8 2 0—8 13 0	
Mechanic-in-charge, Grade II ... ..	149	—	149	9 5 0	
" I ... ..	155	—	155	9 17 0(b)	
Total rank-and-file	3,736	—	3,736		
Technical assistant, Grade II ... ..	36	—	36	£ a year 484—613	—
" I ... ..	41	—	41	613—739	
Total supervising	77	—	77		
<b>III. FACTORIES</b>					
Total rank-and-file ...	1,205	1,240	2,445	£ s. d. a week 7 1 8—8 8 0(c)	£ s. d. a week 5 5 2—5 9 4(c)
Total supervising ...	132	14	146	£ s. a year 538 12—586 14 586 14—670 18	£ s. a year 390 8—424 0 434 0—500 0



Grades	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men	Women
<b>IV. SUPPLIES</b>					
Watchman ... ..	141	—	141	£ s. d. a week 6 9 0—6 11 0	£ s. d. a week —
Motor guard ... ..	103	—	103	6 11 0—6 16 0	—
Motor driver ... ..	184	—	184	6 18 0—8 20(5)	—
Packer and porter ...	864	128	992	6 11 0—6 16 0	5 5 6—5 9 0
Storeman and store- woman ... ..	522	86	608	6 16 0—7 7 0	3 1 0—6 2 0
Warehouseman ... ..	242	—	242	7 8 6—8 5 0	—
Others ... ..	105	49	154	various rates	—
<b>Total rank-and-file</b>	<b>2,161</b>	<b>263</b>	<b>2,424</b>		
<b>Sectional supplies super- intendent ... ..</b>					
Supplies superintendent	84	—	84	£ a year 440-539	—
Senior supplies super- intendent ... ..	30	—	30	539-602	
Chief supplies super- intendent ... ..	13	—	13	602-676	
Others ... ..	2	—	2	708-813	
<b>Total supervising...</b>	<b>129</b>	<b>6</b>	<b>135</b>	<b>various rates</b>	
<b>V. CABLE SHIPS</b>					
<b>Total rank-and-file ...</b>	<b>203</b>	<b>—</b>	<b>203</b>		
<b>Total supervising ...</b>	<b>57</b>	<b>—</b>	<b>57</b>		

(a) The proportion of the members of this grade not directly supervising rank-and-file staff is shown in Appendix Q2.

(b) Allowance of 19s. 3d. where more than 150 vehicle units and of £1 7s. 6d. where more than 200 vehicle units.

(c) These are the ranges payable to the adult grades. The pay points in the ranges are determined by skill and experience. In addition piecework prices are payable.

(d) According to type of vehicle.

N.B.—(i) The total includes 10,092 unestablished staff. Apart from a small number of the female staff, all the grades concerned are eligible for establishment after two years' service.

(ii) The rates shown are those for staff in London (within a radius of about 12 miles from Charing Cross). Throughout the remainder of the country the rates are subject to differentiation ranging from 3s. 6d. to 8s. 0d. a week for rank-and-file staff and from £11 4s. 0d. to £22 8s. 0d. a year for supervising officers.

(iii) The rates for the rank-and-file grades are consolidated. Those for the supervising grades include pay addition.

(iv) Some members of the rank-and-file grades are paid allowances in addition to the basic rate for performance of duties outside the ordinary duties of the grade, e.g. chargeship, or for possession of special qualification.

(v) The present and earlier scales for the principal engineering grades are set out in detail in Appendix Q1.

## Uniform

475. Uniform clothing is supplied to a few members of some of these grades. Protective clothing is supplied extensively to engineering and supplies rank-and-file grades as protection against the weather or when they are employed on rough and dirty work.

## Recruitment

476. Recruitment to the basic adult grades of the engineering, supplies and factories staff is largely from juvenile trainee grades, but partly also direct from outside sources. Youths in training and adults for the basic engineering grades are recruited by interview. No special qualifications are required,

but candidates for the engineering grades are expected to have a technical bent and an aptitude for the work. Recruitment to the motor transport grades is by interview wholly from outside sources. Establishment, after a two years' qualifying period, is dependent on the issue of a certificate of efficiency. The higher rank-and-file grades and the supervising grades are, in general, filled by promotion from the lower ranks, but in one of the first-line supervising grades, that of assistant engineer, 40 per cent. of the vacancies are filled by limited and 10 per cent. by open competition. Most posts for cable-ship officers and for a proportion of the more technical engineering supervising grades are filled from outside sources.

### Promotion outlets

477. Apart from the avenues of promotion to higher ranks, including supervising posts (and ultimately, controlling posts) available within the respective hierarchies, most of the rank-and-file staff are eligible, subject to certain conditions, for limited competitions and for selection for advancement to higher posts both within and outside their own hierarchies, e.g. to the ranks of assistant engineer, executive engineer, telecommunications traffic officer, sales representative and clerical officer.

## DEVELOPMENTS IN PAY AND STRUCTURE

### The engineering grades

478. The scales of pay for the rank-and-file grades were increased in 1938 in agreement with the Post Office Engineering Union. Those for the supervising grades were increased between 1940 and 1944 in agreement with the staff association concerned. Since 1939 the scales for both the rank-and-file grades and for their immediate supervisors have been increased from time to time as follows:—

- (i) *1940-45.* General civil service war bonus and consolidation addition.
- (ii) *August, 1946.* The increased scales for both the rank-and-file and supervising grades, which were the subject of agreement with the staff associations, were associated with a major reorganisation of the work (including changes in some of the grade titles). Among the principal objects of the reorganisation was the elimination of a cumbersome system of duty allowances for rank-and-file staff and the provision of a better career for them.
- (iii) *March, 1947.* The weekly hours of the rank-and-file grades were reduced from 48 net to 44 net, in agreement with the Union, and without reduction of pay.
- (iv) *July, 1948.* The increased scales, which were confined to the rank-and-file grades, were the subject of agreement with the Union.
- (v) *June and July, 1950.* The increased scales resulted from Awards of the Civil Service Arbitration Tribunal; those for the rank-and-file grades took effect from June, 1950, and those for the supervising grades from July, 1950.
- (vi) *June, 1951.* The increased scales for the rank-and-file grades resulted from an Award of the Civil Service Arbitration Tribunal, and those for the supervising grades from an agreement with the Society.
- (vii) *January, 1952.* General civil service pay addition.
- (viii) *January, 1953.* Increased scales of pay for the rank-and-file grades resulted from an Award of the Civil Service Arbitration Tribunal.

A claim for an increase for the supervising grades is under discussion.

The effect of the changes on the scales of pay for the principal grades in London is shown in Appendix P.

### **The allied grades**

479. The revisions of pay and hours granted to the motor transport, supplies and other allied grades have for the most part closely followed those of the engineering grades.

### **HOURS AND LEAVE**

480. The weekly hours of attendance of the rank-and-file grades and generally of the supplies and factories supervising grades are 44 net. Those of engineering supervising grades are not less than 42 gross with a privilege half-holiday on Saturday afternoons when the state of the work permits, or not less than 38½ hours gross where there is no attendance on Saturday. Those members of cable-ship grades who perform watchkeeping or catering duties have hours of work and related conditions approximating to normal maritime practice; but the conditions of the others approximate to those of the main Post Office engineering grades.

### **Overtime**

481. Subject to certain maximum rates, rank-and-file staff are eligible for overtime payment at the following rates for certified extra duty performed during a week.

First six hours ... ..	Time and a quarter
Next six hours ... ..	Time and a half
All above 12 hours ... ..	Double time.

Supervising officers in the supplies and factories grades are also covered by this arrangement.

482. Engineering supervising officers are ineligible for overtime payment (except in the case of a small number engaged on rota duties covering the 24 hours), but may exceptionally qualify for a long hours gratuity under the conditions applying to non-industrial civil servants generally.

### **Night-duty and shift-duty allowances.**

483. Rank-and-file staff engaged on regular shift duties covering 24 hours receive up to 4s. a shift in addition to any overtime payment due. Those who do not qualify for the shift-duty allowance and who perform duty between 8 p.m. and 6 a.m. receive a monetary allowance calculated at the rate of one-quarter of the normal hourly single rate for the time worked during the period in question, whether ordinary duty, overtime, or Sunday duty is involved.

### **Sunday pay**

484. Rank-and-file staff, engineering inspectors, and all supplies and factories supervising staff are eligible for payment at rate-and-a-half (subject to certain maximum hourly rates) for attendance on Sundays additional to any attendance scheduled within the normal weekly hours.

### **Annual leave**

485. The annual leave allowances range, according to grade, from 12 to 18 days for rank-and-file staff, and from 18 to 36 days for supervising staff.

### **Public holidays**

486. Full pay is given in all cases for the pay period in which a public holiday falls, whether attendance on the holiday is required or not. Attendance on Christmas Day and Good Friday (New Year's Day in Scotland) is treated and paid for as if it were Sunday duty, except that staff who would not thereby be entitled to extra payment are allowed a day's leave instead. A day's leave also is allowed in lieu of any attendance on a bank holiday (except for a short attendance of not more than two hours continuous with night attendance).

# CHAPTER 28

## THE MESSENGERIAL CLASSES

### DESCRIPTION OF THE CLASSES

#### Duties

487. The duties of the classes are as follows:—

*Messengers.* The carrying of papers and files from one part of an office to another and from office to office, door-keeping and the escorting of visitors are the main duties, but because special tasks arise in certain Departments they have never been more closely defined.

*Paperkeepers.* The putting away, custody and getting out of all types of records and any sorting (alphabetically, numerically, chronologically, etc.) incidental thereto; recording of documents by name and number and associated duties of a similar routine character.

#### Representation

488. The grades are represented by the Civil Service Union (C.S.U.).

#### Numbers and pay

489. The numbers of permanent staff, with whom this paper mainly deals, are as follows:

	Numbers at 1.7.53			Pay	
	Men	Women	Total	Men £ a year	Women £ a year
Office keeper, grade I	39	—	39	515—610	—
Office keeper, grade II	63	—	63	450—560	—
Office keeper, grade III	84	1	85	415—485	330—405
				£ s. d. a week	£ s. d. a week
Chief paperkeeper	46	—	46	7. 15. 6—8. 11. 0	—
Senior paperkeeper	311	—	311	6. 19. 0—7. 17. 0	5. 9. 6—6. 7. 0
Senior messenger...	1,250	6	1,256	6. 12. 6—7. 10. 0	5. 5. 6—6. 3. 0
Paperkeeper ...	1,294	5	1,299	6. 7. 0—6. 17. 0	5. 2. 6—5. 10. 6
Messenger ...	4,168	117	4,285	6. 2. 6—6. 7. 0	4. 18. 6—5. 2. 6
Totals ...	7,255	129	7,384		

N.B.—(i) The scales are those relating to staff in London.

(ii) The office keeper scales are consolidated annual salaries. The rest are unconsolidated weekly scales of pay which include pay addition.

(iii) The rest of this Chapter will not be concerned with women's scales.

(iv) The present and earlier men's scales are set out in detail in Appendix R.

#### Uniforms

490. Uniforms are supplied to all regularly-employed men messengers.

#### Structure

491. Established messengers are normally employed in small groups of about five men supervised by a senior messenger. On account of variations in the number of officers and the area to be served the size of groups is not standardised. The number of senior messengers is of the order of one to every five messengers apart from the number required for higher personal duties such as attendance on Ministers, permanent and deputy heads of Departments. The ratio of senior paperkeepers to paperkeepers is in the same ratio of one to five.

492. The higher grades of office keeper and chief paperkeeper are supervisory. The former have in addition a number of housekeeping responsibilities for accommodation, furniture removals, and issues of uniform. The three grades of office keepers cover small, medium-size and large offices respectively: they are employed where the number of messengers supervised exceeds 10, 30 and 100 respectively.

### **Promotion outlets**

493. Messengers are eligible for promotion either to the paperkeeper or to the senior messenger grade, and thereafter to the officekeeper grades, although there are relatively few vacancies. Disabled messengers, who may be recruited at age 21 or over, are also eligible to take the limited competition for appointment to the clerical class. Other messengers, who are not appointed under age 38, are ineligible on grounds of age. Departmental promotions, by selection, to the clerical officer grade are made occasionally.

### **Recruitment**

494. This is carried out by Departments, who select messengers from among candidates put forward by Ministry of Labour Employment Offices. Pledges have been given that posts for messengers will as far as practicable be reserved for ex-Servicemen of the 1914-18 war. Beyond that, recruitment is confined to those over 38 and registered disabled persons.

495. During the 1939-45 war, women were recruited as messengers, but their numbers are declining: they are now down to some 130 as paragraph 489 shows. Boys and girls were employed as messengers at one time but none are now so employed.

## **DEVELOPMENT IN PAY AND STRUCTURE**

### **Pay**

496. The messengers and paperkeeper grades up to chief paperkeeper have had the following pay revisions since 1939:—

- (a) War bonus and consolidation addition.
- (b) For the basic grade of messenger, an increase of 2s. a week, broadly speaking, for only those officers on the minimum, from 1st June, 1940.
- (c) For the basic grade of messenger only, a 2s. a week increase on the maximum from 1st September, 1943.
- (d) A reorganisation in structure and pay from 1st September, 1946, (described in paragraph 500).
- (e) Increases from 1st April, 1949, 1st December, 1950, and 1st October, 1951.
- (f) Pay addition (less an abatement described in Appendix R) from 1st January, 1952.
- (g) An increase from 1st October, 1952.

Full details of these revisions are set out in Appendix R for all grades.

### **Structure**

497. In 1920 two grades of messengers called first and second class respectively were amalgamated and became known as established messengers—a supervisory grade. The basic grade of messenger was wholly unestablished on principle.

498. Above them were officekeepers and deputy officekeepers. No structural change took place until May, 1939 when office keepers were divided into grades I and II. Grade I was employed in the larger offices and grade II in the smaller.

499. In 1947, the National Whitley Council agreed that henceforward no non-industrial grade should be unestablished on principle if its work was permanent. As a result 3,200 messengers and 900 paperkeepers were established in 1948 and about a further 3,000 in the two grades in 1949. The present arrangements allow messengers and paperkeepers to become established on completion of one year's satisfactory service in as far as permanent posts exist for them.

500. In 1946-47 the organisation of all messenger and paperkeeping grades was reviewed with the dual purpose of improving recruitment and efficiency. The supervisory grade was renamed senior messenger; the standard ratio of supervised to supervisors was reduced from one to eight to one to five; and substantial pay increases were given. For instance the basic scale plus consolidation addition (of £4 2s. 0d. to £4 12s. 0d.) for the messenger grade was increased to extend from £4 15s. 0d. to £5 0s. 0d. Similarly for the higher messengerial and the paperkeeping grades.

## HOURS AND LEAVE

### Hours and overtime

501. The three grades of officekeeper are not conditioned to any specific weekly hours and are not eligible for any overtime payments. Chief paperkeepers, senior paperkeepers, senior messengers, paperkeepers and messengers are all conditioned to 48 hours a week including meal intervals. For authorised overtime beyond their weekly conditioned hours they receive payment by the hour at the rates set out in paragraph 63.

### Annual leave

502. The following leave allowances apply:—

<i>Grade</i>	<i>Established</i>	<i>Temporary</i>
Officekeeper I, II and III ...	24	—
Chief paperkeeper ... ..	24	—
Senior paperkeeper ... ..	21	—
Senior messenger... ..	18	—
Paperkeeper ... ..	14	14
Messenger ... ..	14	12, rising to 14 after 2 years' service.

## THE GENERAL SERVICE CLASS OF CLEANERS

## DESCRIPTION OF THE CLASS

**Duties**

503. The duties of cleaners are those indicated by the title.

**Representation**

504. The general service class of cleaners is represented by the Civil Service Union (C.S.U.).

**Numbers and pay**

505. These are as follows:—

			Numbers at 1.4.53		Pay	
			Full-Time (48 hours)			
			Established	Unestablished	£ s. d. a week	
					(Part-time counted as half)	
Men	...	...	548	442	990	6 . 2 . 6 rising after one year's service to 6 . 7 . 0
Women	...	...	290	274	564	5 . 6 . 0
			Part-Time (varying hours)			
			Established	Unestablished	Total	s. d. an hour
Men	...	...	—	715	358	2s. 6½d. rising after one year's service to 2s. 7½d.
Women	...	...	—	13,566	6,783	2s. 2½d.
					8,695	

N.B.—(i) The rates of pay are those relating to staff in London.

(ii) The rates of pay for male cleaners are unconsolidated and are the same as for messengers (see Appendix R to Chapter 28).

(iii) The rates of pay for women cleaners are consolidated.

(iv) There are in addition the Post Office departmental grades of full-time and part-time men and women cleaners dealt with in Chapter 26.

(v) Since part-time women cleaners predominate, the rest of this Chapter will deal only with them.

(vi) The present and earlier rates of pay for women cleaners are set out in detail in Appendix S.

**Recruitment**

506. Vacancies are notified to the Employment Exchanges of the Ministry of Labour and National Service.

**Hours of work**

507. In central London a 30 hour week is generally worked. Elsewhere there is more variation in working hours.

**Split duty**

508. Outside London the pre-war two shift system of a short morning and evening shift has continued without interruption. In central London wartime bombing and black-out made the operation of a two-shift system impossible, and since then cleaning in this area has been performed mainly on a morning shift only.

### Long covering period allowance

509. Cleaners who give split attendance covering a period of more than 11 hours a day receive a time allowance of fifteen minutes an hour for the time worked each day beyond the 11 hours. For example, hours worked 7—10 a.m. and 6—9 p.m. from Monday to Friday and 7—9 a.m. on Saturday = 32 hours worked reckoning for payment as  $35\frac{1}{2}$  hours (i.e., 17 morning hours, 15 evening hours plus 15 quarter-hours).

### Structure and supervisory allowances

510. Owing to the great diversity of accommodation, there are no standard groupings of cleaners to be supervised. Groups can consist of as few as four or as many as thirty cleaners. Supervisors in small groups take their share of cleaning work, whilst in large groups their work is purely supervisory.

511. It has been found necessary to have three grades of supervisor (a), (b) and (c). Allowances vary according to number of cleaners, whether part or full time, and locality. At present the allowances for women in London inclusive of pay addition range as follows:—

Class (a) Supervisors	...	...	5s. 1d. (4s. 6d. + 7d. pay addition) to 11s. 6d. (10s. + 1s. 6d. pay addition).
Class (b) Supervisors	...	...	7s. 1d. (6s. 6d. + 7d. pay addition) to 14s. 6d. (13s. + 1s. 6d. pay addition).
Class (c) Supervisors	...	...	12s. 0d. (11s. + 1s. pay addition) to 48s. 6d. (44s. + 4s. 6d. pay addition).

### DEVELOPMENTS IN PAY

512. Part-time women cleaners have received the following increases in pay in relation to general movements in prices and wages since 1939:

- (a) War bonus and consolidation addition.
- (b) Two increases in 1947, i.e., on 3rd April and 1st October.
- (c) An increase from 1st April, 1949.
- (d) An increase from 1st December, 1950.
- (e) An increase from 1st October, 1951.
- (f) Pay addition from 1st January, 1952 less an abatement to take account of the 1st October, 1951 increase.
- (g) An increase from 1st December, 1952.

### ANNUAL LEAVE

513. Part-time unestablished women cleaners who work regularly not less than 18 hours a week are allowed 12 days leave during the first two years and 14 days thereafter.



## PROVINCIAL DIFFERENTIATION

(Chapter 3)

Revised classification of areas agreed in 1951 between the Official and Staff Sides of the National Whitley Council

## London Area

Offices within a 12 mile radius of Charing Cross (King Charles Statue).

## Intermediate Areas

Offices outside a 12 mile radius of Charing Cross but within a 16 mile radius thereof, and also those situated within the boundaries of the following local authorities:—

Belfast Area	...	...	...	Belfast
Birmingham Area	...	...	...	Birmingham Dudley Oldbury Smethwick Tipton West Bromwich
Bradford Area	...	...	...	Bradford Shipley
Bristol Area	...	...	...	Bristol Filton
Cardiff Area	...	...	...	Cardiff (municipal boundary only)
Coventry Area	...	...	...	Coventry
Edinburgh Area	...	...	...	Edinburgh Musselburgh
Glasgow Area	...	...	...	Glasgow Cambuslang Cathcart Clydebank Eastwood Rutherglen (including the Royal Burgh)
Hull Area	...	...	...	Kingston-upon-Hull
Leeds Area	...	...	...	Leeds
Leicester Area	...	...	...	Leicester
Liverpool Area	...	...	...	Liverpool Birkenhead Bootle Crosby Litherland Wallasey
Manchester Area	...	...	...	Manchester Eccles Prestwich Salford Stockport Stretford Swinton and Pendlebury

Newcastle-upon-Tyne Area	...	...	Newcastle-upon-Tyne Felling Gateshead Hebburn Jarrow South Shields Tynemouth Wallsend
Nottingham Area	...	...	Nottingham Beeston and Stapleford
Portsmouth Area	...	...	Portsmouth Gosport
Sheffield Area	...	...	Sheffield
Stoke Area	...	...	Stoke Newcastle-under-Lyme (municipal boundary only)

**Provincial Areas**

All offices elsewhere.

**PROVINCIAL DIFFERENTIATION**  
(Chapter 3)

**Deductions from London Annual Salaries for Intermediate and Provincial Offices**

London Salary (exclusive of allowances)	Intermediate Offices		Provincial Offices		London Salary (exclusive of allowances)	Intermediate Offices		Provincial Offices	
	Dedn.	Salary	Dedn.	Salary		Dedn.	Salary	Dedn.	Salary
1	2	3	4	5	1	2	3	4	5
£	£	£	£	£	£	£	£	£	£
-275	5	-270	10	-265	751-754	15	736-739	31	720-723
276-279	5	271-274	11	265-268	755-758	16	737-742	32	723-726
280-283	6	274-277	12	268-271	759-762	16	738-742	33	726-729
284-287	6	278-281	13	271-274	763-766	17	743-746	34	729-732
288-291	7	281-284	14	274-277	767-770	17	746-749	35	732-735
292-295	7	285-288	15	277-280	771-774	18	750-753	36	735-738
296-299	8	288-291	16	280-283	775-778	18	753-756	37	738-741
300-303	8	292-295	17	283-286	779-782	19	757-760	38	741-744
304-307	9	295-298	18	286-289	783-786	19	760-763	39	744-747
308-311	9	299-302	19	289-292	787-1,000	20	764-767		747-960
312-450	10	302-440	20	292-430			767-980	40	
451-454	10	441-444	21	430-433	1,001-1,004	20	981-984	41	960-963
455-458	11	444-447	22	433-436	1,005-1,008	21	984-987	42	963-966
459-462	11	448-451	23	436-439	1,009-1,012	21	988-991	43	966-969
463-466	12	451-454	24	439-442	1,013-1,016	22	991-994	44	969-972
467-470	12	455-458	25	442-445	1,017-1,020	22	995-998	45	972-975
471-474	13	458-461	26	445-448	1,021-1,024	23	998-1,001	46	975-978
475-478	13	462-465	27	448-451	1,025-1,028	23	1,002-1,005	47	978-981
479-482	14	465-468	28	451-454	1,029-1,032	24	1,005-1,008	48	981-984
483-486	14	469-472	29	454-457	1,033-1,036	24	1,009-1,012	49	984-987
					1,037-1,040	25	1,012-1,015	50	987-990
					1,041-1,044	25	1,015-1,018	51	990-993
					1,045-1,048	26	1,018-1,021	52	993-996
					1,049-1,052	26	1,021-1,024	53	996-999
					1,053-1,056	27	1,024-1,027	54	999-1,002
487-750	15	472-735	30	457-720					

**PROVINCIAL DIFFERENTIAL**  
(Chapter 3)

**Deductions from London Annual Salaries for Intermediate and Provincial Offices**

London Salary (exclusive of allowances)	Intermediate Offices		Provincial Offices		London Salary (exclusive of allowances)	Intermediate Offices		Provincial Offices	
	Dedn.	Salary	Dedn.	Salary		Dedn.	Salary	Dedn.	Salary
1	2	3	4	5	1	2	3	4	5
£	£	£	£	£	£	£	£	£	£
1,057-1,060	27	1,030-1,033	55	1,002-1,005	1,273-1,276	39	1,234-1,237	79	1,194-1,197
1,061-1,064	28	1,033-1,036	56	1,005-1,008	1,277-1,500	40	1,237-1,460	80	1,197-1,420
1,065-1,068	28	1,037-1,040	57	1,008-1,011	1,501-1,504	40	1,461-1,464	81	1,420-1,423
1,069-1,072	29	1,040-1,043	58	1,011-1,014	1,505-1,508	41	1,464-1,467	82	1,423-1,426
1,073-1,076	29	1,044-1,047	59	1,014-1,017	1,509-1,512	41	1,468-1,471	83	1,426-1,429
1,077-1,200	30	1,047-1,170	60	1,017-1,140	1,513-1,516	42	1,471-1,474	84	1,429-1,432
1,201-1,204	30	1,171-1,174	61	1,140-1,143	1,517-1,520	42	1,475-1,478	85	1,432-1,435
1,205-1,208	31	1,174-1,177	62	1,143-1,146	1,521-1,524	43	1,478-1,481	86	1,435-1,438
1,209-1,212	31	1,178-1,181	63	1,146-1,149	1,525-1,528	43	1,482-1,485	87	1,438-1,441
1,213-1,216	32	1,181-1,184	64	1,149-1,152	1,529-1,532	44	1,485-1,488	88	1,441-1,444
1,217-1,220	32	1,185-1,188	65	1,152-1,155	1,533-1,536	44	1,489-1,492	89	1,444-1,447
1,221-1,224	33	1,188-1,191	66	1,155-1,158	1,537-1,540	45	1,492-1,495	90	1,447-1,450
1,225-1,228	33	1,192-1,195	67	1,158-1,161	1,541-1,544	45	1,496-1,499	91	1,450-1,453
1,229-1,232	34	1,195-1,198	68	1,161-1,164	1,545-1,548	46	1,499-1,502	92	1,453-1,456
1,233-1,236	34	1,199-1,202	69	1,164-1,167	1,549-1,552	46	1,503-1,506	93	1,456-1,459
1,237-1,240	35	1,202-1,205	70	1,167-1,170	1,553-1,556	47	1,506-1,509	94	1,459-1,462
1,241-1,244	35	1,206-1,209	71	1,170-1,173	1,557-1,560	47	1,510-1,513	95	1,462-1,465
1,245-1,248	36	1,209-1,212	72	1,173-1,176	1,561-1,564	48	1,513-1,516	96	1,465-1,468
1,249-1,252	36	1,213-1,216	73	1,176-1,179	1,565-1,568	48	1,517-1,520	97	1,468-1,471
1,253-1,256	37	1,216-1,219	74	1,179-1,182	1,569-1,572	49	1,520-1,523	98	1,471-1,474
1,257-1,260	37	1,220-1,223	75	1,182-1,185	1,573-1,576	49	1,523-1,527	99	1,474-1,477
1,261-1,264	38	1,223-1,226	76	1,185-1,188	1,577-	50	1,527-	100	1,477-
1,265-1,268	38	1,227-1,230	77	1,188-1,191					
1,269-1,272	39	1,230-1,233	78	1,191-1,194					

## PROVINCIAL DIFFERENTIATION

(Chapter 3)

## Deductions from London Weekly Pay for Intermediate and Provincial Offices

London Pay (excluding allowances)	Deductions applicable in Intermediate Offices	Deductions applicable in Provincial Offices
	s.	s.
Below £5 6s. ... ..	2	4
Below £6 0s. ... ..	3	6
Below £8 13s. ... ..	4	8
Below £9 7s. ... ..	5	10
Below £14 8s. ... ..	6	12

## PROVINCIAL DIFFERENTIATION

(Chapter 3)

## Transfer Grants

The amounts of transfer grants are as follows:—

Annual salary (exclusive of all allowances)	Single Officers without dependants	Married Officers	Married Officers with more than one child.
£        £	£	£	£
Up to 250 ... ..	20	30	40
251 to 450 ... ..	25	40	60
451 to 700 ... ..	30	55	80
701 to 1,200 ... ..	40	70	90
1,201 and upwards ... ..	50	80	100



SCIENTIFIC OFFICER CLASS  
(Chapter 14)

Distribution of Staff in Post at 1st April, 1953

Department	Chief scientific officer and above		Deputy chief scientific officer		Senior principal scientific officer		Principal scientific officer		Senior scientific officer		Scientific officer		Total	
	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary
Admiralty ... ..	7	—	14	—	56	1	164	5	112	16	113	40½	466	62½
Agriculture ... ..	1	—	3	—	7	1	23	—	27	—	23	4½	84	5½
Agriculture for Scotland	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Air Ministry ... ..	2	—	5	—	1	—	4	—	2	1	3	1	10	2
British Museum ... ..	—	—	—	—	15	—	87	1	63	6	31	5	203	13
British Museum (Natural History)	—	—	—	—	1	—	1	—	—	—	—	—	2	—
Civil Service	—	—	2	—	11	—	25	—	13	2	7	1	58	3
Commission	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Colonial Office ... ..	—	—	1	—	—	—	—	—	—	—	—	—	1	—
Defence ... ..	1	1	2	—	3	1	11	—	3	—	4	—	23	1
Food ... ..	—	—	1	—	4	—	7	3	—	1	—	—	13	5
Fuel and Power ... ..	3	—	1	—	1	—	12	—	5	—	4	—	23	—
Government Chemist	1	—	1	—	6	2	15	2	9	2	3	2	37	8
Home Office	1	—	1	—	4	—	24	—	18	—	5	—	53	—
Materials ... ..	—	—	5	2	3	—	11	2	4	1	5	1	29	6
National Gallery ... ..	—	—	—	—	—	—	1	—	3	—	1	—	5	—
National Institute for Research in Dyeing	—	—	—	—	—	—	—	—	1	—	—	—	—	—
Post Office ... ..	—	—	—	—	5	—	16	3	11	—	3	—	35	3
Royal Mint ... ..	—	—	—	—	1	—	2	—	—	—	—	—	3	—
Scottish Home Department	—	—	1½	—	3	—	7	—	5	1	10	1	26½	2
Scientific and	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Industrial Research	11	—	24	½	75	—	214	7½	148	11	80	8	552	27
Supply ... ..	24	—	59	4	187	10	544	98	418	112	233	220	1,465	449
Transport and Civil Aviation	—	—	—	—	1	—	1	—	2	1	1	—	5	1
Treasury and Sub-Departments	—	—	—	—	—	—	1	—	1	—	—	—	2	—
War Office ... ..	1	—	1	—	3	—	7	3	10	—	4	—	26	5
Works	—	—	—	—	1	—	2	—	1	—	1	1	5	1
	53	6	120½	6½	388	16	1,179	124½	856	156	531	285	3,127½	594

## SCIENTIFIC OFFICER CLASS

(Chapter 14)

## Organisation of some Research Establishments in the Department of Scientific and Industrial Research

## Chemical Research Laboratory

- 1 Chief scientific officer (Director)
- 6 Senior principal scientific officers
- 12 Principal scientific officers
- 10 Senior scientific officers
- 9 Scientific officers
- 11 Senior experimental officers
- 25 Experimental officers
- 30 Assistant experimental officers
- 9 Senior assistants (scientific)
- 9 Assistants (scientific)
- 11 Temporary assistants (scientific)

## Low Temperature Research Station (part of the Food Investigation Division)

- 1 Deputy chief scientific officer (Director)
- 3 Senior principal scientific officers
- 10 Principal scientific officers
- 4 Senior scientific officers
- 3 Scientific officers
- 5 Senior experimental officers
- 15 Experimental officers
- 5 Assistant experimental officers
- 4 Senior assistants (scientific)
- 23 Assistants (scientific) and other technical staff

## Water Pollution Research Laboratory

- 1 Deputy chief scientific officer (Director)
- 1 Senior principal scientific officer
- 6 Principal scientific officers
- 4 Senior scientific officers
- 6 Scientific officers
- 4 Senior experimental officers
- 6 Experimental officers
- 19 Assistant experimental officers
- 10 Assistants (scientific) etc.





## THE WORKS GROUP OF PROFESSIONAL CLASSES

(Chapter 15)

## Annual Pay Scales—Men, London

(1) Grade	(2) 1939 Scales(a)		(3) Basic Scales plus consolidation addition from 1.1.45		(4) Basic Scales plus Consolidation Addition from 1.1.46	(5) Rounded Scales from 1.1.47	(6) Scales from 1.1.51	(7) Scales plus Pay Addition from 1.1.52	(8) Consolidated Scales from 1.1.53	(9) Consolidated Scales plus 8 per cent. Extra Duty Allowance from 1.1.53
	A	B	A	B						
Superintending grade	£953 × £50 —£1,161	£1,050 × £50 —£1,200	£1,058 1,108 1,161 1,223 1,273 1,281	£1,157 1,195 1,230 1,260 1,290 1,320	— £ 1,320 1,370 1,420 1,470 1,520	£1,320 × £50 —£1,520 As in col. (4)	£1,500 × £75 —£1,750	£1,600 × £75 —£1,850	Consolidated Scales from 1.1.53	Consolidated Scales plus 8 per cent. Extra Duty Allowance from 1.1.53
Senior grade	£826 × £30 —£953	£900 × £30 —£1,025	925 961 991 1,021 1,051 1,058	1,005 1,035 1,065 1,095 1,125 1,130	— £ 1,055 1,085 1,115 1,145 1,182 1,220 1,250 1,270	£1,050 × £35 —£1,270	£1,250 × £50 —£1,450	— £ 1,331 7 1,382 11 1,433 15 1,484 19 1,536 3	£1,375 × £50 —£1,575	— £ 1,484 18 1,538 15 1,549 16 1,549 16 1,575 —

Main grade	...	£550 × £25 —£800	£575 × £25 —£825	—	—	£750 × £25 —£1,000	£900 × £30 —£960 × £40 —£1,200	—	£1,000 × £40 —£1,320	—
		£	£	640	665	740	£	970	£	1,080
		550	575	640	665	740	900	6	1,000	3
		575	600	665	690	765	930	1,001	1,040	1,123
		600	625	690	715	790	960	1,033	1,080	1,166
		625	650	715	740	815	1,000	1,075	1,120	1,209
		650	675	740	765	840	1,040	1,115	1,160	1,252
		675	700	765	790	865	1,080	1,157	1,200	1,296
		700	725	790	815	892	1,120	1,198	1,240	1,339
		725	750	815	840	923	1,160	1,238	1,280	1,382
		750	775	840	865	955	1,200	1,280	1,320	1,426
		775	800	865	892	980	975	1,280	1,320	1,426
		800	825	892	923	1,005	1,000	3	1,320	2
Basic grade	...	£300 × £18 —£462 × £25—£550	£340 × £18 —£466 × £25 —£600	—	—	—	£475 × £25 —£750	£575 × £25 —£750 × £30 —£900	—	£650 × £25 —£750 × £30 —£960 × £40 —£1,000
		£	£	378	418	Age(b)	£	£	£	£
		300	340	378	418	25 ...	475	575	650	702
		318	358	396	437	26 ...	500	600	675	729
		336	376	414	460	27(c)	525	625	700	756
		354	394	432	482	28 ...	550	650	725	783
		372	412	455	502	29 ...	575	675	750	810
		390	430	477	520	30(d)	600	700	780	842
		408	448	498	538	(31)	625	725	810	874
		426	466	516	556	(32) ...	650	750	840	907
		444	491	534	581	(33)	675	780	870	939
		462	516	552	606	(34)(d)	700	810	900	972
		487	541	577	631	715	725	840	930	1,004
		512	566	602	656	740	750	870	960	1,037
		537	591	627	681			900	1,000	1,080
		550	600	640	690					3

Notes.—(a) A and B were the two scales most commonly used in 1939, which covered the majority of the staff, but other scales were also in force. The 1939 scales were not subject to provincial differentiation.

(b) Age pay was first introduced in 1946; it was extended from age 30 to age 34 with the introduction of the 1951 scale.

(c) Salaries at age 27 and above are now increased by £75 (within the scale maximum) on the completion of probation and the attainment of full professional qualifications.

(d) Or over.

## WORKS GROUP OF PROFESSIONAL CLASSES

(Chapter 15)

Departmental Classes which are variants of, or related to, the Works Group Classes

## DEPARTMENTAL VARIANTS

Engineers, Ministry of Supply.  
 Engineers, Post Office.  
 Electrical Engineering Inspectors, Ministry of Fuel and Power.  
 Motor Transport Officers, Post Office.  
 Technical Costs Officers, Post Office.  
 Railway Inspectors, Ministry of Transport and Civil Aviation.  
 Railway Employment Inspection, Ministry of Transport and Civil Aviation.

## RELATED CLASSES

## Architectural group

Farm Buildings Advisory Officers, Ministry of Agriculture.  
 Planning Officers, Ministry of Housing and Local Government.  
 Planning Officers, Department of Health for Scotland.

## Engineering group

Electrical Engineers, Admiralty.  
 Engineering Inspectors, Ministry of Housing and Local Government.  
 Engineering Inspectors, Department of Health for Scotland.  
 Engineering Inspectors of Factories, Ministry of Labour and National Service.  
 Engineers, Forestry Commission.  
 Signals Officers, Ministry of Transport and Civil Aviation.  
 Inspectors of Mines, Ministry of Fuel and Power.  
 Fuel Engineers, Ministry of Fuel and Power.  
 Project Engineers, Ministry of Fuel and Power.  
 Meter Examiners (Electrical), Ministry of Fuel and Power.  
 Industrial Chemists, Ministry of Supply.  
 Industrial Chemists, War Office.  
 Industrial Chemists, Admiralty.  
 Victualling Chemists, Admiralty.  
 Alkali Inspectors, Ministry of Housing and Local Government.  
 Alkali Inspectors, Department of Health for Scotland.  
 Technical Officers (Cold Storage), Ministry of Food.  
 Explosive Inspectors, Home Office.

## Surveyor group

Forestry and Estate Officers, Forestry Commission.  
 Agricultural Inspectors, Department of Agriculture for Scotland.  
 Surveyors (Cartographic), Colonial Office.  
 Valuers, Inland Revenue.  
 Valuers, Treasury.

## Marine Surveyors

Nautical Surveyors	} Ministry of Transport and Civil Aviation.
Ship Surveyors	
Engineering Surveyors	

## WORKS GROUP OF PROFESSIONAL CLASSES

(Chapter 15)

Distribution of Works Group and Variant and Related Staff in post at 1st April, 1953

(Classes marked \* are variant and related classes)

Department	Above £2,250	At £2,000 and £2,250	Super- tending grade	Senior grade	Main grade	Basic grade	Total
<b>Admiralty</b>							
Quantity Surveyor ...	—	1	2	11	30	19	63
Lands Surveyor ...	—	1	1	7	34	30	73
Civil Engineer ...	1	9	11	23	101	84	229
M. & E. Engineer ...	—	—	6	14	32	21	73
*Civilian Electrical Engineering Officer	1	3	13	28	83	44	172
Mechanical Engineer (M/T)	—	—	—	1	1	2	4
*Industrial Chemist ...	—	—	1	6	13	14	34
	2	14	34	90	294	214	648
<b>Agriculture and Fisheries</b>							
*Architect (including Farm Buildings Advisory Officer)	—	—	1	7	7	14	29
Lands Officer (Land Commissioner)	1	1	10	33	88	58	191
Civil Engineer (Drainage)	—	1	1	3	11	10	26
	1	2	12	43	106	82	246
<b>Agriculture for Scotland</b>							
Architect ...	—	—	1	3	18	2	24
Maintenance Surveyor	—	—	—	3	18	1	22
Lands Officer ...	—	1	2	10	20	10	43
Civil Engineer ...	—	—	1	2	10	6	19
*Inspector (Agriculture and Horticulture) ...	—	1	1	11	17	24	54
	—	2	5	29	83	43	162
<b>Air Ministry</b>							
Quantity Surveyor ...	—	1	3	18	67	53	142
Lands Officer ...	—	1	3	25	46	72	147
Civil Engineer ...	1	10	24	43	199	132	409
M. & E. Engineer ...	—	3	4	28	83	108	226
*Engineer ...	—	—	2	5	9	10	26
	1	15	36	119	404	375	950
<b>Central Land Board and W.D.C.</b>							
Technical Advisers and Assessors (Architects and Surveyors by profession but mainly Maintenance Sur- veyors) ...	—	1	1	12	81	471	566
	—	1	1	12	81	471	566

Department	Above £2,250	At £2,000 and £2,250	Super- intend- ing grade	Senior grade	Main grade	Basic grade	Total
Colonial Office Surveyors (Cartographic)	—	1	2	—	6	3	12
	—	1	2	—	6	3	12
Crown Lands Architect ...	—	—	—	—	1	—	1
Estate Surveyor ...	—	—	1	1	3	6	11
	—	—	1	1	4	6	12
Education Architect ...	—	1	2	4	15	4	26
Quantity Surveyor ...	—	—	—	1	—	4	5
	—	1	2	5	15	8	31
Forestry Commission *Forest and Estate Officer	2	4	20	37	48	156	267
*Engineer ...	—	—	1	3	13	3	20
	2	4	21	40	61	159	287
Fuel and Power *Fuel Engineer ...	—	1	2	14	41	31	89
*Electricity Meter Examiner	—	1	—	—	8	20	29
*Electrical Engineering Inspector	—	1	1	—	2	—	4
*Project Engineer ...	—	—	—	—	1	—	1
*Mines Inspector ...	1	13	27	37	55	16	149
*Gas Inspector ...	—	—	—	2	2	1	5
*Petroleum Inspector ...	—	—	1	4	—	—	5
	1	16	31	57	109	68	282
Health for Scotland Architect ...	—	1	2	6	11	6	26
Quantity Surveyor ...	—	—	—	1	6	—	7
*Inspector (Engineering)	—	1	1	9	3	—	14
	—	2	3	16	20	6	47
Home Office Architect ...	—	—	1	1	4	3	9
Quantity Surveyor ...	—	—	—	1	2	2	5
Civil Engineer ...	—	—	—	—	1	—	1
M. & E. Engineer ...	—	—	—	2	3	3	8
	—	—	1	4	10	8	23

Department	Above £2,250	At £2,000 and £2,250	Super- intend- ing grade	Senior grade	Main grade	Basic grade	Total
<b>Housing and Local Government</b>							
Architect ... ..	1	3	12	43	32	4	95
Quantity Surveyor ...	—	1	—	8	2	—	11
Estate Surveyor ...	—	—	1	10	15	—	26
Civil Engineer ...	—	—	—	1	—	—	1
*Planning Officer ...	1	2	4	16	39	6	68
*Planning Inspector ...	—	—	2	13	34	—	49
*Engineering Inspector	1	2	12	18	18	—	51
*Alkali Inspector ...	—	—	1	7	—	—	8
	3	8	32	116	140	10	309
<b>Housing and Local Government (Welsh Office)</b>							
Architect ... ..	—	—	1	4	1	—	6
Quantity Surveyor ...	—	—	—	1	—	—	1
Estate Surveyor ...	—	—	—	1	1	—	2
*Planning Officer ...	—	—	1	1	3	1	6
	—	—	2	7	5	1	15
<b>Inland Revenue</b>							
*Valuer ... ..	1	14	38	228	809	1,179	2,269
	1	14	38	228	809	1,179	2,269
<b>Labour and National Service</b>							
*Inspector of Factories (Electrical) ... ..	—	—	1	13	—	—	14
	—	—	1	13	—	—	14
<b>Post Office</b>							
Architect ... ..	—	—	—	1	1	4	6
*Technical Costs Officer	—	—	—	1	4	—	5
*Engineer ... ..	3	3	27	82	288	903	1,306
*Motor Transport Officer	—	—	1	2	15	25	43
	3	3	28	86	308	932	1,360
<b>Prison Commission</b>							
Architect ... ..	—	—	—	1	1	1	3
Maintenance Surveyor	—	—	—	1	—	2	3
Estate Surveyor ...	—	—	—	—	—	1	1
M. & E. Engineer ...	—	—	1	1	2	—	4
	—	—	1	3	3	4	11
<b>Public Trustee</b>							
Estate Surveyor ...	—	—	—	1	4	—	5
	—	—	—	1	4	—	5
<b>Royal Mint</b>							
M. & E. Engineer ...	—	—	1	1	2	3	7
	—	—	1	1	2	3	7

Department	Above £2,250	At £2,000 and £2,250	Super- intend- ing grade	Senior grade	Main grade	Basic grade	Total
<b>Scientific and Industrial Research</b>							
Architect ...	—	—	—	2	9	5	16
Quantity Surveyor ...	—	—	—	1	—	—	1
Civil Engineer ...	—	—	—	2	1	—	3
M. & E. Engineer ...	—	—	—	1	3	1	5
	—	—	—	6	13	6	25
<b>Scottish Home Department</b>							
Civil Engineer ...	—	—	—	1	1	1	3
	—	—	—	1	1	1	3
<b>Scottish Land Court</b>							
Estate Surveyor ...	—	—	—	—	1	—	1
	—	—	—	—	1	—	1
<b>Supply</b>							
Architect ...	—	—	—	—	3	1	4
Maintenance Surveyor ...	—	—	—	—	8	2	10
Quantity Surveyor ...	—	—	—	—	3	2	5
Civil Engineer ...	—	1	3	7	14	5	30
Structural Engineer ...	—	—	—	—	1	—	1
*Engineer ...	9	27	143	381	856	895	2,311
*Chemist ...	—	2	19	56	111	159	347
	9	30	165	444	996	1,064	2,708
<b>Trade</b>							
Architect ...	—	—	—	—	1	—	1
	—	—	—	—	1	—	1
<b>Transport and Civil Aviation</b>							
Estate Surveyor ...	—	—	—	—	1	—	1
Civil Engineer ...	1	1	13	36	90	32	173
M. & E. Engineer ...	—	1	—	5	37	11	54
*Signals Officers (Civil Aviation)	—	1	4	18	45	35	103
*Railway Inspection Staff	—	1	3	1	1	—	6
<b>Marine Survey Service and Sea Transport:—</b>							
*Engineer Surveyor ...	—	1	6	40	36	17	100
*Ship Surveyor ...	—	1	4	32	38	2	77
*Nautical Surveyor ...	—	2	5	23	24	9	63
	1	8	35	155	272	106	577
<b>Treasury and Sub-Departments</b>							
*Engineer ...	—	—	—	—	1	1	2
	—	—	—	—	1	1	2



Department	Above £2,250	At £2,000 and £2,250	Super- intend- ing grade	Senior grade	Main grade	Basic grade	Total
War Office							
Architect ...	—	—	1	3	15	14	33
Quantity Surveyor ...	—	—	—	2	22	28	52
Lands Officer ...	—	1	2	7	58	71	139
Civil Engineer ...	—	—	1	6	81	58	146
M. & E. Engineer ...	—	—	—	2	15	16	33
	—	1	4	20	191	187	403
Works							
Architect ...	3	6	10	41	71	83	214
Maintenance Surveyor ...	—	1	4	22	44	132	203
Quantity Surveyor ...	—	4	7	33	76	142	262
Estate Surveyor ...	—	4	9	30	108	242	393
Civil Engineer ...	—	1	4	10	23	17	55
Structural Engineer ...	—	1	1	9	17	41	69
Sanitary Engineer ...	—	1	1	5	12	22	41
M. & E. Engineer ...	1	4	11	43	129	128	316
	4	22	47	193	480	807	1,553



(Chapter 17)

## Distribution of Staff in post at 1st April, 1953

Department	Chief experimental officer		Senior experimental officer		Experimental officer		Assistant experimental officer		Total	
	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary
Admiralty ...	2	—	191	44	358	36	242	73	793	1131
Agriculture and Fisheries ...	1	—	11	2	48	64	38	5	98	131
Agriculture for Scotland ...	—	—	2	—	8	—	5	—	15	—
Air Ministry ...	3	—	148	—	334	20	179	48	664	68
British Museum ...	—	—	12	—	2	—	1	—	3	—
British Museum (Natural History) ...	—	—	4	—	41	5	6	1	59	6
Colonial Office ...	—	—	4	—	2	4	5	6	11	13
Defence ...	—	—	—	—	3	1	—	—	3	1
*Education ...	—	—	7	—	—	—	22	—	29	—
Food ...	—	—	4	2	13	6	5	2	22	10
Fuel and Power ...	2	—	12	—	22	12	19	17	55	29
Government Chemist ...	1	1	18	1	52	1	38	1	109	4
Home Office ...	—	—	4	—	8	2	6	1	18	3
Labour ...	—	—	—	—	—	—	—	1	—	1
Materials ...	—	—	4	—	2	1	2	—	8	1
Post Office ...	—	—	17	—	32	3	37	6	86	9
Royal Mint ...	—	—	1	—	1	—	1	2	3	2
Scientific and Industrial Research ...	—	—	184	74	372	324	329	103	885	143
*Scottish Education ...	—	—	4	—	2	—	2	—	4	—
Scottish Home Department ...	—	—	583	75	1,214	298	660	585	2,466	3
Supply ...	9	1	—	—	—	—	—	—	—	959
Trade ...	—	—	1	—	1	—	—	—	1	—
War Office ...	—	—	1	1	3	—	2	—	6	1
Works ...	—	—	1	—	2	—	—	—	3	—
	18	2	1,208	96	2,529	428	1,601	854	5,356	1,380

\* Departmental grades.

## Annual Pay Scales—Men, London

(1) Grade	(2) Basic Scales before 1.1.46	(3) Basic Scales (col. 2) plus Consolidated Addition 1.11.45	(4) Scales 1.1.46 (a)	(5) Scales 1.10.50	(6) Scales plus Pay Addition 1.1.52	(7) Consolidated Scales 1953
Grade A	Over 100 departmental grades on scales ranging from: £540—£600 to £800	Over 100 departmental grades on scales ranging from: £630—£690 to £892	£800 × £25—£950 £ 800 825 850 875 900 925 950	£870 × £25—£970 × £30 —£1,030 £ 870 895 920 945 970 1,000 1,030	£ 938 965 991 1,017 1,043 1,075 1,106	
Grade B	£400—£500 to £570—£720	£490—£590 to £660—£810	£750 × £25—£850 £ 750 775 800 825 850	£830 × £25—£930 £ 830 855 880 905 930	897 923 949 975 1,002	
Grade I ...	£278—£400 to £475—£635	£356—£490 to £565—£725	£625 × £25—£750(b) £ 625 650 675 700 725 750	£675 × £25—£825 £ 675 700 725 750 775 800 825	734 760 786 812 839 865 891	

Grade II...	£253—£314 to £450—£500   £331—£392 to £540—£590	£500 × £20—£625 £ 500(c) 520 540 560 580 600 620 625	£570 × £20—£675 £ 570(c) 590 610 630 650 670 675	624 645 665 686 708 728 734
Grade III	£175—£350 to £351—£455   £253—£428 to £429—£545	£400 × £20—£525 Age(d) £ 26 ... 400 27 ... 420 28 ... 440 or over 460 500 520 525	£460 × £20—£575 £ 460 480 500 520 540 560 575	506 529 550 571 592 613 629
Grade IV	£182—£208 to £200—£350   £260—£286 to £278—£428	£330 × £15—£450 Age(e) £ 25 ... 330 26 ... 345 27 ... 360 28 ... 375 or over 390 405 420 435 450	£370 × £15—£500 £ 370 385 400 415 430 445 460 475 490 500	407 424 440 456 473 490 506 522 539 550

Notes.—(a) Scales promulgated in 1948 and 1949 with retrospective effect from 1st January, 1946.

(b) Superintendents of Works were at first on a scale £550 × £25—£750 but were awarded full technical I status from 1st March, 1950 (Engineering Superintendent of Works) and 1st July, 1953 (Superintendent of Works (Building)).

(c) Minimum of scale linked to age 30 with deductions of £20 for each year below that age.

(d) These age points apply to all the following columns. Minimum of scale linked to age 26 with deductions of £20 for each year below that age.

(e) These age points apply to all the following columns. Minimum of scale linked to age 25 with deductions of £20 for each year below that age.

## ARCHITECTURAL AND ENGINEERING DRAUGHTSMAN CLASSES

(Chapter 19)

## Annual Pay Scales—Men, London

(1) Grade	(2) Scales effective in 1939 (a)	(3) Basic Scales plus consolidation addition from 1.1.45	(4) Consolidated Scales from 1.1.46	(5) Scales from 1.10.50	(6) Scales plus pay addition from 1.1.52	(7) Scales plus pay addition from 1.2.53	(8) Current Scales plus pay addition plus 8 per cent. extra duty allowance or overtime	(9) Consolidated Scales, 1953
Chief draughtsman ...	£550 × £25-£700 £ 550 575 600 625 650 675 700	— £ 640 665 690 715 740 765 790	£800 × £25-£950 £ 800 825 850 875 900 925 950	£870 × £25-£970 × £30-£1,030 £ 870 895 920 945 970 1,000 1,030	— £ s. 938 10 964 14 990 18 1,017 2 1,043 6 1,075 1 1,105 13	As in col. (6)	— £ s. 1,031 11 1,041 15 1,070 — 1,098 4 1,126 8 1,161 4 1,193 15	
Senior draughtsman ...	£425 × £18-£500 £ 425 443 461 479 497 500	— £ 515 533 551 569 587 590	£625 × £25-£750 £ 625 650 675 700 725 750	£675 × £25-£825 £ 675 700 725 750 775 800 825	— £ s. 733 18 760 2 786 6 812 10 838 14 864 18 891 2	As in col. (6)	— £ s. 792 17 821 1 849 5 877 10 905 14 933 18 962 2	

Leading draughtsman...	(b) £350 × £12-£425 £	—	£500 × £20-£525 £570 × £20-£675 £	—	As in col. (6)	—
	350	428	500	623 10		673 7
	362	442	520	644 14		696 11
	374	457	540	665 6		718 4
	386	472	560	686 10		741 8
	398	487	580	707 14		764 12
	410	500	600	728 6		786 4
	422	512	620	733 18		792 17
	425	515	625			
Draughtsman ...	£220 × £10-£260 × £12-£330 £	—	£300 × £20-£525 £340 × £20-£375 £	—	—	(d) £ s. d.
	220	298	Age (c) £		£ s.	£ s. d.
	230	308	21 ... 300	374 4	396 12	433 17 6
	240	318	22 ... 320	396 12	417 16	457 2 11
	250	328	23 ... 340	417 16	440 4	481 12 4
	260	338	24 ... 360	440 4	462 12	506 15 7
	272	350	25 ... 380	462 12	483 16	529 7 2
	284	362	26 ... 400	483 16	506 4	554 10 5
	296	374	27 ... 420	506 4	528 12	578 19 10
	308	386	28 ... 440	528 12	549 16	602 5 3
	320	398	or over 460	549 16	571 2	624 18 10
	330	408	480	571 2	592 6	646 2 10
			500	592 6	612 18	666 14 10
			520	612 18	628 10	682 6 10
			525	628 10		
			575			

Notes.—(a) Other scales were in force in 1939. Those shown were common to several Departments. The scales were undifferentiated.

(b) This scale related to grades which do not correspond directly with the present leading draughtsman grade.

(c) These age points apply to all the following columns.

(d) The amounts in this column are computed on the basis of London staff conditioned to a 42-hour week but regularly working 45½ hours a week, adjustment being made in respect of 28 days annual leave but not in respect of sick leave.

LINKED DEPARTMENTAL CLASSES OF ARCHITECTURAL AND  
ENGINEERING DRAUGHTSMEN

(Chapter 19)

Distribution of Staff in post at 1st April, 1953

## Architectural and Civil Engineering Draughtsmen

Department	Chief draughtsman	Senior draughtsman	Leading draughtsman	Draughtsman	Total
Ministry of Works ... ..	—	101	350	542	993
Air Ministry ... ..	1	36	138	169	344
War Office ... ..	1	9	70	191	271
Admiralty ... ..	—	13	76	112	201
Ministry of Supply ... ..	—	3	20	47	70
Ministry of Transport ... ..	—	1	12	28	41
Department of Agriculture for Scotland ... ..	—	2	9	8	19
Ministry of Agriculture ... ..	—	—	—	14	14
Prison Commission ... ..	—	1	4	6	11
Department of Health for Scotland ... ..	—	—	—	6	6
Post Office ... ..	—	—	—	5	5
Forestry Commission ... ..	—	—	—	3	3
Home Office ... ..	—	—	1	2	3
Ministry of Housing and Local Government ... ..	—	—	1	1	2
Ordnance Survey ... ..	—	—	1	1	2
Commission for Crown Lands ... ..	—	—	1	—	1
Ministry of Defence ... ..	—	—	1	—	1
Ministry of Food ... ..	—	1	—	—	1
Ministry of Labour ... ..	—	—	1	—	1
	2	167	685	1,135	1,989

## Mechanical and Electrical Engineering Draughtsmen

Department	Chief draughtsman	Senior draughtsman	Leading draughtsman	Draughtsman	Total
Admiralty ... ..	57	300	552	1,981	2,890
Ministry of Supply ... ..	33	174	398	1,158	1,763
Post Office ... ..	2	26	168	724	920
Ministry of Works ... ..	—	29	147	210	386
Air Ministry ... ..	—	22	71	55	148
War Office ... ..	—	5	17	52	74
Ministry of Transport and Civil Aviation ... ..	—	—	—	4	4
Ministry of Education ... ..	—	—	1	3	4
Prison Commission ... ..	—	—	1	2	3
Home Office ... ..	—	—	—	2	2
Ministry of Labour ... ..	—	—	1	1	2
Royal Mint ... ..	—	—	1	1	2
Ministry of Food ... ..	—	—	1	—	1
Ministry of Fuel and Power ... ..	—	—	—	1	1
Ministry of Pensions and National Insurance ... ..	—	—	—	1	1
	92	556	1,358	4,195	6,201





## ASSISTANT (SCIENTIFIC) CLASS

(Chapter 21)

## Distribution of Staff in post at 1st April, 1953

Department	Senior assistant (scientific)		Assistant (scientific)		Total	
	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary
Admiralty ...	258	31	336	333	594	364
Agriculture and Fisheries	59	7	111	209	170	216
Agriculture for Scotland	4	—	14	18	18	18
Air Ministry ...	165	2	492	651	657	653
*British Museum ...	9	—	3	1	12	1
British Museum (Natural History)	14	—	28	26	42	26
Colonial Office ...	1	—	2	—	3	—
*Education ...	27	—	53	13	80	13
Food ...	—	—	7	6	7	6
Forestry Commission	1	—	1	—	2	—
Fuel and Power ...	11	—	13	20	24	20
Government Chemist	18	—	31	45	49	45
Health ...	1	—	—	—	1	—
Home Office ...	1	—	8	15	9	15
Labour ...	1	—	1	1	2	1
Materials ...	—	—	3	4	3	4
National Gallery ...	—	—	—	1	—	1
National Gallery (Scotland)	2	—	2	—	4	—
Pensions and National Insurance	8	—	5	1	13	1
Post Office ...	9	—	19	36	28	36
Prison Commission	—	—	1	—	1	—
Royal Mint ...	1	—	3	—	4	—
Scientific and Industrial Research	56	2	154	180	210	182
*Scottish Education	6	—	10	—	16	—
Scottish Home ...	4	1	7	9	11	10
Trade ...	—	—	1	1	1	1
Transport and Civil Aviation ...	—	—	2	1	2	1
Supply ...	254	74	470	1,202	724	1,276
War Office ...	17	5	23	35	40	40
*Works ...	1	2	6	4	7	6
	928	124	1,806	2,812	2,734	2,936

\* Departmental grades.



## CLERICAL ASSISTANT CLASS

(Chapter 23)

## Weekly Pay Scales—London

(1) Grade (a)	(2) Tonlin Commission Recom- mendation (b)	(3) Scale from 1.3.35	(4) Basic Scales from 1.5.36 on intro- duction of two grades		(6) Basic Scale from 1.1.46 (a)	(7) Basic Scale plus Con- solidation addition from 1.1.46	(8) Rounded Scale from 1.9.47	(9) Scale from 1.10.50	(10) Scales from 1.1.51	(11) Scales plus Pay Addition from 1.1.52	(12) Consoli- dated Scales from 1.1.53	(13) Consoli- dated Scales from 1.1.53 plus Overtime (e)
			Grade I	Grade II								
Clerical assistant (women)	£ s. d.	Age(c) £ s. d.	£ s. d.	£ s. d.	Age(a) £ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. in col. (9)	£ s. d.	£ s.	£ s. d.
	1 7 11	15... 8 - -	- - -	1 2 5	15... - 6 6	- 7 6	- - -	2 12	2 17 - 6	2 17 - 6	3 - -	3 - -
	1 10 - -	16... 1 8 - -	- - -	1 5	16... 1 15 6	2 10 6	2 10	2 15	3 - 7 -	3 - 7 -	3 5	3 8 7
	1 13 - -	17... 1 11 6	1 8 - -	1 8	17... 1 15 6	2 17 6	2 17	3 1	3 16 - -	3 16 - -	3 10	3 16 11
	1 16 - -	18... 1 15 - -	1 15 - -	1 11	18... 1 19 - -	3 3 6	3 3	3 9	3 16 - -	3 16 - -	4 - 6	4 8 - 7
	1 19 - -	19... 1 18 6	1 18 6 -	1 14	19... 2 2 6	3 8 6	3 8	3 14	4 1 6 -	4 1 6 -	4 13	4 14 7
	2 2 - -	20... 2 2 - -	2 2 - -	1 17	20... 2 6 - -	3 12 - -	3 11	3 19	4 7 - -	4 7 - -	4 15	5 - 3
	2 5 - -	over 2 5 - -	2 5 - -	2 3	21... 2 8 - -	3 18 - -	3 14	4 2	4 10 - -	4 10 - -	4 19	5 8 7
	2 8 - -	2 11 - -	2 11 - -	2 6	22... 2 11 - -	4 1 - -	4 - -	4 5	4 13 6 -	4 13 6 -	5 3	5 13 1
	2 14 - -	2 14 - -	2 14 - -	2 9	23... 2 14 - -	4 7 - -	4 3	4 8	4 17 - -	4 17 - -	5 7	5 17 4
	2 15 6 -	2 17 - -	2 17 - -	2 12	24... 2 17 - -	4 10 - -	4 6	4 14	5 - 3 6 -	5 - 3 6 -	5 11	6 1 10
	2 17 - -	2 19 6 -	2 19 6 -	2 15	or 3 3 - -	4 13 - -	4 10	4 18	5 8 - -	5 8 - -	5 15	6 6 2
	2 18 6 -	3 2 4 6 -	3 2 4 6 -	2 17	over 3 9 - -	4 16 - -	4 14	5 2	5 12 6 -	5 12 6 -	5 19	6 10 9
	3 - 1 6 -	3 3 7 6 -	3 3 7 6 -	- - -	3 12 - -	4 19 - -	4 18	5 6	5 16 6 -	5 16 6 -	6 3	6 15 3
	3 3 4 6 -	3 9 12 -	3 9 12 -	- - -	3 15 - -	- - -	5	5 14	6 1 6 -	6 1 6 -	6 7	6 19 3
	3 7 6 -	- - -	- - -	- - -	- - -	- - -	- - -	5 16	6 5 6 6	6 5 6 6	6 11	7 3 10
	3 9 - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	7 7 -
	3 10 - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -

Clerical  
assistant  
(men)

No men in the class until 1951

Age (d)	15...	16...	17...	18...	19...	20...	21...	22...	23...	24...	25...	or over
217	3	3	3	4	4	5	5	5	6	6	6	6
17	6	7	7	16	16	14	9	6	14	10	14	6
6	-	-	-	6	6	6	6	6	6	6	6	6
5	3	3	3	4	4	5	5	5	6	6	6	6
10	3	3	3	4	4	5	5	5	6	6	6	6
11	3	3	3	4	4	5	5	5	6	6	6	6
16	3	3	3	4	4	5	5	5	6	6	6	6
17	3	3	3	4	4	5	5	5	6	6	6	6
18	3	3	3	4	4	5	5	5	6	6	6	6
19	3	3	3	4	4	5	5	5	6	6	6	6
20	3	3	3	4	4	5	5	5	6	6	6	6
21	3	3	3	4	4	5	5	5	6	6	6	6
22	3	3	3	4	4	5	5	5	6	6	6	6
23	3	3	3	4	4	5	5	5	6	6	6	6
24	3	3	3	4	4	5	5	5	6	6	6	6
25	3	3	3	4	4	5	5	5	6	6	6	6
or	3	3	3	4	4	5	5	5	6	6	6	6
over	3	3	3	4	4	5	5	5	6	6	6	6
6	3	3	3	4	4	5	5	5	6	6	6	6
2	3	3	3	4	4	5	5	5	6	6	6	6

*Notes:—(a)* Until May, 1936, the class was named writing assistant class. It was then renamed the clerical assistant class and two grades were introduced. Grade II was abolished from January, 1946.

(b) The Commission's recommendation was based on a proposal to extend the duties of the class. No age points were proposed.

(c) These age-points apply to columns (3), (4) and (5).  
(d) These age-points apply to all the following columns.

(e) The amounts given are computed on the basis of London staff conditioned to 42 hours a week but regularly working 45½ hours a week, adjustment being made in respect of annual leave (18 days, 21 after 5 years' service) but not in respect of sick leave. No overtime is included at age-point 15, since at that age officers do not normally work more than 39 hours a week, while at age-point 16 the overtime is based upon an actual working week of 44 hours since at age 16 officers do not normally work more than 44 hours a week.

## MACHINE OPERATING CLASS

(Chapter 24)

## Pay Scales—Women, London

(1) Grade	(2) Scales from 1.1.48	(3) Scales from 1.10.50	(4) Scales plus Pay Addition from 1.1.52	(5) Consolidated Scales from 1.1.53	(6) Consolidated Scales from 1.1.53 plus Overtime (b)
Senior machine operator (Annual scales)	£ s. 300 — 310 — 320 — 330 — 340 — 350 — 360 —	£ s. 330 — 340 — 350 — 360 — 370 — 380 — 390 — 400 —	£ s. d. 363 — 374 4 — 385 8 — 396 12 — 406 12 — 417 16 — 429 — 440 4 —	£ s. 385 — 395 — 405 — 415 — 425 — 435 — 445 — 460 —	£ s. d. 422 2 — 432 16 — 444 4 — 454 18 — 465 12 — 477 — 487 14 — 504 2 —
Machine operator (Weekly scales)	Age (a) 15 ... 2 17 16 ... 3 — 17 ... 3 8 18 ... 3 16 19 ... 4 — 20 ... 4 4 21 ... 4 8 22 ... 4 12 23 ... 4 16 24 ... 5 — 25 ... 5 4 or over 5 8 5 12 5 16	£ s. 3 5 3 8 3 16 4 4 4 8 4 12 4 18 5 2 5 6 5 10 5 14 6 2 6 6 6 10	£ s. d. 3 11 6 3 15 — 4 3 6 4 12 6 4 17 — 5 1 — 5 8 — 5 12 — 5 16 6 6 1 — 6 5 6 6 10 — 6 14 — 7 3 —	£ s. 3 14 3 18 4 4 4 17 5 2 5 7 5 12 5 17 6 2 6 7 6 12 6 17 7 2 7 7 7 10	£ s. d. 3 14 — 4 2 4 4 16 6 5 6 7 5 11 10 5 17 3 6 2 10 6 8 4 6 13 10 6 19 2 7 4 8 7 10 3 7 15 9 8 1 4 8 4 6

Machine assistant (Weekly scales)	Age (a)	2	7	2	12	2	17	3	5	3	8	7
	15 ...	2	10	2	15	3	6	3	5	3	8	7
	16 ...	2	17	3	1	3	7	3	10	3	16	11
	17 ...	3	3	3	9	3	16	4	4	4	4	4
	18 ...	3	8	3	14	4	1	4	6	4	14	7
	19 ...	3	11	3	19	4	7	4	13	5	—	—
	20 ...	3	14	4	2	4	10	4	15	5	4	3
	21 ...	3	17	4	5	4	13	4	19	5	8	7
	22 ...	4	—	4	8	4	17	5	3	5	13	1
	23 ...	4	3	4	11	5	—	5	7	5	17	4
	24 ...	4	6	4	14	5	3	5	11	6	1	10
or over	25 ...	4	10	4	18	5	8	5	15	6	6	2
		4	14	5	2	5	12	5	19	6	10	9
		4	18	5	6	5	16	6	3	6	15	—
	5	2		5	10	6	1	6	7	6	19	3
				5	14	6	5	6	11	7	3	10
					16	6	7	6	14	7	7	1

Notes.—(a) These age-points apply to all the following columns.

(b) The amounts given in column (6) are computed on the basis of London staff conditioned to 42 hours a week but regularly working 45½ hours a week, adjustment being made in respect of annual leave (senior machine operator—24 days; machine operator—21, 24 after 5 years in the grade; machine assistant—18, 21 after 5 years' service). No deduction is made in respect of sick leave. It should be noted that no overtime is included at age-point 15 since at that age officers normally do not work more than 39 hours a week, while at age-point 16 the overtime is based upon an actual working week of 44 hours since at age 16 officers do not normally work more than 44 hours a week.





Rank-and-file grades (excluding cleaners and allied grades) Weekly Pay Scales—Men, London

(1) Grade	(2) Age	(3) Scales from 1.10.38	(4) Scales plus Consoli- dation Addition from 1.11.45	(5) Scales from 1.6.46	(6) Scales from 1.10.47	(7) Scales from 4.6.49	(8) Scales from 1.1.51	(9) Scales plus Pay Addition from 1.1.52	(10) Consoli- dated Scales from 1.1.53
Postman	16 17 18 19 20 21 22 23 24 25	£ s. d. 1 16 - 1 18 6 2 1 - 2 4 6 2 7 - 2 9 6 2 12 - 2 17 - 3 1 - 3 5 - 3 7 6 3 10 - 3 12 6 3 15 -	£ s. d. 2 14 - 2 19 6 3 5 - 3 14 6 3 17 - 3 19 6 4 2 - 4 7 - 4 11 - 4 15 - 4 17 6 5 2 - 5 5 -	£ s. d. (a) 2 15 6 3 2 - 3 8 6 3 19 6 4 3 - 4 6 6 4 10 - 4 15 - 4 19 - 5 3 - 5 7 - 5 11 - 5 15 -	£ s. d. 2 10 - 2 16 - 3 2 - 3 8 - 3 13 6 4 12 - 4 15 - 4 18 - 5 1 - 5 4 - 5 7 6 5 11 - 5 15 - 6 -	£ s. d. 2 12 - 2 18 - 3 5 - 3 11 6 3 16 6 4 18 - 5 1 - 5 4 - 5 7 6 5 11 - 5 16 - 6 1 - 6 6 -	£ s. d. 2 16 - 3 3 9 3 9 - 3 15 - 4 - 6 5 6 - 5 11 - 5 16 - 6 2 - 6 6 - 6 14 - 7 1 - 7 8 - 7 14 -	£ s. d. 3 1 6 3 8 - 3 16 - 4 2 6 4 8 6 5 16 6 6 2 - 6 7 6 7 1 - 7 7 - 7 14 - 8 1 - 8 7 - 8 14 -	£ s. d. 3 5 - 3 11 6 3 19 6 4 4 6 4 12 - 5 3 6 6 9 - 6 14 6 7 1 - 7 8 - 7 14 6 8 1 - 8 7 6 8 14 -
Postman, higher grade	21 22 23 24	£ s. d. 2 9 6 2 13 - 2 16 - 3 7 - 3 13 - 3 17 - 4 1 - 4 4 6 4 8 - 4 15 - 4 18 - 5 2 -	£ s. d. 3 19 6 4 3 - 4 6 6 4 10 - 4 17 - 5 3 - 5 11 - 5 14 6 6 1 6 6 5 6 6 8 6 6 12 -	£ s. d. (a) 4 15 - 4 19 6 5 4 - 5 8 6 5 13 - 5 17 6 6 2 - 6 7 -	£ s. d. 5 6 6 5 12 - 5 17 - 6 2 - 6 7 - 6 12 -	£ s. d. 5 12 6 5 18 - 6 3 - 6 8 - 6 13 - 6 18 -	£ s. d. 5 8 6 5 12 - 5 16 - 6 8 - 6 14 - 7 6 - 7 12 -	£ s. d. 5 19 6 6 3 - 6 7 6 7 1 6 7 7 6 8 7 -	£ s. d. 6 6 6 6 10 - 6 14 6 7 8 - 7 14 6 8 1 - 8 7 6 8 14 -

POST OFFICE MINOR AND MANIPULATIVE GRADES

(Chapter 26)

Rank-and-file grades (excluding cleaners and allied grades) Weekly Pay Scales—Men, London

(1) Grade	(2) Age	(3) Scales from 1.10.38	(4) Scales plus Consoli- dation Addition from 1.11.45	(5) Scales from 1.6.46	(6) Scales from 1.10.47	(7) Scales from 4.6.49	(8) Scales from 1.1.51	(9) Scales plus Pay Addition from 1.1.52	(10) Consoli- dated Scales from 1.1.53
Telegraphist (Inland)	...	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
	16	1 10	2 2	2 5 <sup>(a)</sup>	2 10	2 12	2 16	3 1 6	3 5
	17	1 13	2 8	2 11	2 16	2 18	3 2	3 8	3 11 6
	18	1 16	2 14	2 17	3 2	3 5	3 9	3 16	3 19 6
	19	1 19	3	3 3	3 8	3 11	3 15	4 2 6	4 6
	20	2 6	3 10	3 12 6	3 17 6	4	4 6	4 13	4 16 6
	21	2 9 6	3 19 6	4 2	4 14 6	5	5 8 6	5 19 6	6 6 6
	22	2 13	4 3	4 5	4 18	5 4	5 12	6 3	6 10
	23	2 16 6	4 6 6	4 10	5 2	5 8	5 16	6 7 6	6 14 6
	24	3	4 10	4 15	5 6	5 12	6 2	6 14	7 1
	25	3 7	4 17	5	5 10	5 16	6 8	7 1	7 8
		3 13	5 3	5 4 6	5 15	6 1	6 14	7 7 6	7 14 6
		3 17	5 7	5 9	6	6 6	7	8 7	8 14
		4 1	5 11	5 13	6 4 6	6 10 6	7 6	8 7	8 14
		4 5	5 15	5 17	6 9	6 15	7 12	8 7	8 14
		4 9	5 19	6 1	6 13 6	6 19 6			
		4 13	6 3	6 5	6 18	7 4			
		4 17	6 7	6 9					
		5 1	6 11	6 13					
		5	6 15						

	Counter clerk and telegraphist		Postal and telegraph officer			Postal and telegraph officer			Postal and telegraph officer			Postal and telegraph officer		
	(a)	(b)	(a)	(b)		(a)	(b)		(a)	(b)		(a)	(b)	
16	1 10	2 2	2 6	2 11	2 13	2 17	2 13	2 17	3 2	3 6	3 6	3 2	3 6	3 6
17	1 13	2 8	2 12	2 17	2 19	3 3	2 19	3 3	3 9	3 13	3 13	3 9	3 13	3 13
18	1 16	2 14	2 18	3 3	3 6	3 10	3 6	3 10	3 17	4 8	4 8	3 17	4 8	4 8
19	1 19	3 3	3 5	3 10	3 13	4 3	3 13	3 17	4 15	4 19	4 19	4 15	4 19	4 19
20	2 2	3 10	3 15	4 16	4 3	4 16	4 3	4 7	6 1	6 8	6 8	6 1	6 8	6 8
21	2 9	4 6	4 9	5 1	5 7	5 1	5 7	5 16	6 15	6 19	6 19	6 15	6 19	6 19
22	2 13	4 3	4 13	5 6	5 12	5 6	5 12	6 3	7 3	7 10	7 10	7 3	7 10	7 10
23	2 16	4 6	4 17	5 11	5 17	5 11	5 17	6 10	7 10	7 18	7 18	7 10	7 18	7 18
24	3 7	4 10	5 4	5 16	6 2	5 16	6 2	6 17	8 6	8 13	8 13	8 6	8 13	8 13
25	3 13	5 3	5 10	6 8	6 14	6 8	6 14	7 4	9 1	9 16	9 16	9 1	9 16	9 16
	3 17	5 7	5 15	6 14	7 7	6 14	7 7	7 18	9 9	9 16	9 16	9 9	9 16	9 16
	4 1	5 11	6 5	7 6	7 12	7 6	7 12	8 5	9 9	9 16	9 16	9 9	9 16	9 16
	4 5	5 15	6 10	7 12	8 4	7 12	8 4	8 12	9 9	9 16	9 16	9 9	9 16	9 16
	4 10	6 4	7 5	7 18	8 4	7 18	8 4							
	4 14	6 9	7 10											
	4 19	6 13	7 10											
	5 3	6 18												
	5 8													
21	2 7	3 17	3 19	4 12	4 18	4 12	4 18	5 6	5 16	6 3	6 3	5 16	6 3	6 3
22	2 12	3 19	4 3	4 15	5 11	4 15	5 11	5 11	6 2	6 9	6 9	6 2	6 9	6 9
23	2 19	4 2	4 7	4 19	5 5	4 19	5 5	5 16	6 13	6 14	6 14	6 13	6 14	6 14
24	2 14	4 4	4 11	5 2	5 8	5 2	5 8	6 1	6 18	7 5	7 5	6 18	7 5	7 5
25 (b)	2 19	4 9	4 16	5 12	5 17	5 12	5 17	6 6	7 4	7 11	7 11	7 4	7 11	7 11
	3 3	4 13	5 4	5 11	6 6	5 11	6 6	6 16	7 9	7 16	7 16	7 9	7 16	7 16
	3 6	4 16	5 8	6 6	6 11	6 6	6 11	7 2	8 3	8 10	8 10	8 3	8 10	8 10
	3 9	4 19	5 12	6 8	6 15	6 8	6 15	7 8						
	3 12	5 2	5 16		7									
	3 15	5 5	6											

Notes:—(a) The revised scale took account of the changes in work under the Reallocation Scheme in 1946, when the grades of postman, higher grade, and postal and telegraph officer were created.

(b) Pay point of entry for staff above the age indicated.

(c) Maximum 2s. lower at sub-district office.

(d) 24 years of age and under.

(e) Postmen promoted to this grade enter at their existing pay plus a promotion increase, which usually yields higher starting pay than the normal age pay.

Telephonist Weekly Pay Scales—Women, London

(1) Age	(2) Scales from 1.10.38	(3) Scales plus Consolidation Addition from 1.11.45	(4) Scales from 1.6.46	(5) Scales from 1.10.47	(6) Scales from 4.6.49	(7) Scales from 1.1.51	(8) Scales plus Pay Addition from 1.1.52	(9) Consolidated Scales from 1.1.53
16	£ s. d. 1 10 -	£ s. d. 2 2 -	£ s. d. 2 5 -	£ s. d. 2 10 -	£ s. d. 2 11 6	£ s. d. 2 15 6	£ s. d. 3 1 -	£ s. d. 3 4 6
17	1 13 -	2 8 -	2 11 -	2 16 -	2 17 6	3 1 6	3 7 6	3 11 -
18	1 16 -	2 14 -	2 17 -	3 2 -	3 4 6	3 8 6	3 15 6	3 19 6
19	1 19 -	3 - 7 6	3 3 -	3 8 -	3 10 6	3 14 6	4 2 -	4 5 6
20	2 5 -	3 12 - <sup>(a)</sup>	3 10 -	3 15 -	3 17 6	4 1 6	4 9 6	4 13 -
21	2 8 - <sup>(a)</sup>	3 14 -	3 15 6	4 7 6	4 12 6	4 19 -	5 9 -	5 15 -
22	2 10 -	3 16 -	3 17 6	4 10 6	4 15 6	5 2 6	5 12 -	5 18 -
23	2 12 -	3 18 -	4 - 2 6	4 12 6	4 17 6	5 4 6	5 15 6	6 1 -
24	2 14 -	4 -	4 5 -	4 14 6	4 19 6	5 7 -	5 17 6	6 3 6
25	2 16 -	4 2 -	4 7 6	4 16 6 <sup>(a)</sup>	5 1 6 <sup>(a)</sup>	5 9 6 <sup>(a)</sup>	6 - 6 <sup>(a)</sup>	6 6 6 <sup>(a)</sup>
	2 18 -	4 4 -	4 10 6	4 18 6	5 3 6	5 12 6	6 3 -	6 9 -
	3 -	4 6 -	4 12 6	5 - 6	5 5 6	5 14 6	6 6 -	6 12 -
	3 2 -	4 8 -	4 15 -	5 1 6	5 8 -			
	3 4 -	4 10 -	4 17 -	5 3 -				
	3 6 -		4 19 -					

Note.—(a) Highest age pay and point of entry for staff above the age indicated.

Table 3

## Male Cleaners Weekly Pay—London

(1) Scales from 1.10.38	(2) Basic Scales from 1.5.41	(3) Basic Scales from 1.8.43	(4) Scales plus Consolidation Addition from 1.11.45	(5) Scales from 1.6.46	(6) Scales from 1.10.47	(7) Scales from 4.6.49	(8) Scales from 1.1.51	(9) Scales from 1.10.51	(10) Scales plus Pay Addition from 1.1.52	(11) Scales plus Pay Addition from 1.10.52
£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
2 11 -	2 15 -	2 18 6	4 8 6	4 12 -	4 18 -	5 - -	5 6 -	5 14 -	5 16 6	6 2 6
2 15 6 (After 3 years)	2 17 6 (After 3 years)	3 1 - (After 2 years)	4 11 - (After 2 years)	4 14 - (After 2 years)	5 - - (After 2 years)	5 3 - (After 2 years)	5 9 - (After 1 year)	5 18 - (After 1 year)	6 1 - (After 1 year)	6 7 - (After 1 year)

Table 4

## Women Cleaners Weekly Pay—London

(1) Scales from 1.10.38	(2) Basic Scales from 1.8.43	(3) Scales plus Consolidation Addition from 1.11.45	(4) Scales from 1.6.46	(5) Scales from 1.10.47	(6) Scales from 4.6.49	(7) Rate from 1.1.51	(8) Rate from 1.10.51	(9) Rate plus Pay Addition from 1.1.52	(10) Consolidated Rate from 1.12.52
£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
2 5 -	2 6 6	3 10 6	3 14 -	3 19 -	4 2 -	4 12 -	4 18 -	5 1 -	5 6 -
2 8 6 (After 3 years)	2 9 - (After 2 years)	3 13 - (After 2 years)	3 16 - (After 2 years)	4 1 - (After 2 years)	4 4 - (After 2 years)				

Supervising Grades (Postal) Annual Pay—Men, London

(1) Grade	(2) Scales from 1.4.38	(3) Scales plus Consolidation Addition from 1.11.45	(4) Scales from 1.6.46 (a)	(5) Scales from 1.10.47	(6) Scales from 1.7.50	(7) Scales from 1.4.51	(8) Scales plus Pay Addition from 1.1.52	(9) Consolidated Scales from 1.1.53
Assistant inspector	No posts in London		£ 375 390 405 420 435 450	£ 390 405 420 435 450	£ 405 420 435 450 465 480	£ 425 440 455 470 485 500	£ 467 12 483 16 500 — 517 8 533 12 549 16	£ 505 525 545 570
Inspector	No posts in London		475 495 515 535 550	As in col. (4)	505 525 545 565 585 580	525 545 565 585 600	576 2 597 6 618 10 639 2 655 6	595 615 640 665 675
Chief inspector	No posts in London		580 605 630 655 680	As in col. (4)	610 635 660 685 710	630 655 680 705 730	686 10 712 14 738 18 765 2 791 6	705 730 755 780 810

*Note.*—(a) These scales took account of the changes in work under the Reallocation Scheme in 1946, when the grades of assistant inspector, inspector and chief inspector were introduced in London. Notional London scales for the earlier period do not exist.

Supervising Grades (Telegraph (Inland)) Annual Pay—Men, London

Table 6

(1) Grade	(2) Scales from 1.4.38	(3) Scales plus Consolidation Addition from 1.11.45	(4) Scales from 1.6.46 (a)	(5) Scales from 1.10.47	(6) Scales from 1.7.50	(7) Scales from 1.4.51	(8) Scales plus Pay Addition from 1.1.52	(9) Consolidated Scales from 1.1.53
Assistant supervisor	Overseer £ 325 337 349 361 373 380	£ 403 415 427 441 456 465	Assistant Supervisor £ 395 410 425 440 455 460	£ 410 425 440 455 460	£ 425 440 455 470 485 490	£ 445 460 475 490 505 510	£ 490 506 522 538 555 560	£ 510 530 550 570 580
Supervisor	Assistant superintendent 400 418 436 454 472 490 505	490 508 526 544 562 580 595	Supervisor 485 505 525 545 550	As in col. (4)	515 535 555 575 595 580	535 555 575 595 600	586 14 607 18 628 10 649 14 655 6	605 630 655 675
Supervisor, higher grade	Superintendent 530 555 580 605 630	620 645 670 695 720	Supervisor, higher grade 580 605 630 655 680	As in col. (4)	610 635 660 685 710	630 655 680 705 730	686 10 712 14 738 18 765 2 791 6	705 730 755 780 810

Note.—(a) The revised scales took account of the changes in work under the Reallocation Scheme in 1946, when the grades of assistant supervisor, supervisor and supervisor, higher grade, were created.

Table 7

## Supervising Grades (Counter and Writing) Annual Pay—Men, London

(1) Grade	(2) Scales from 1.4.38	(3) Scales plus Consolidation Addition from 1.11.45	(4) Scales from 1.6.46 (a)	(5) Scales from 1.10.47	(6) Scales from 1.7.50	(7) Scales from 1.4.51	(8) Scales plus Pay Addition from 1.1.52	(9) Consolidated Scales from 1.1.53
Overser	£ 325 337 349 361 373 380	£ 403 415 427 441 456 465	£ 450 470 490 510 530 550	£ 470 490 510 530 550	£ 480 500 520 540 560 580	£ 500 520 540 560 580 600	£ s. 549 16 571 2 592 6 612 18 634 2 655 6	£ 570 590 610 635 660 675
Assistant superintendent	400 418 436 454 472 480	490 508 526 544 562 570	580 605 630 655 680	As in col. (4)	610 635 660 685 710	630 655 680 705 730	686 10 712 14 738 18 765 2 791 6	705 730 755 780 810

Note.—(a) The revised scales took account of the changes in work under the Reallocation Scheme in 1946.



# APPENDIX P

## Table 8

Higher Supervising Grades Annual Pay—Men, London

(1) Grade	(2) Scale from 1.4.38	(3) Basic Scale plus Consolidation Addition from 1.11.45	(4) Scale from 1.6.46 (a)	(5) Scale from 1.10.47	(6) Scale from 1.7.50	(7) Scales from 1.4.51	(8) Scales plus Pay Addition from 1.1.52	(9) Consolidated Scales from 1.1.53
Superintendent	£ 520 545 570 595 620 630	£ 610 635 660 685 710 720	£ 725 750 775 800	As in col. (4)	£ 755 780 805 830	£ 775 800 825 850	£ s. 838 14 864 18 891 2 917 6	£ 855 885 915 945
Chief super- intendent		No scale in existence				(b) (c) 875 900 925 950	(b) 943 10 970 6 996 10 1,022 14	(b) 970 1,000 1,030 1,050

*Notes.*—(a) The revised scale took account of the changes in work under the Reallocation Scheme in 1946.

(b) Notional London scales. There are no posts in London.

(c) Notional scale effective from 1.6.51, when the normal civil service provincial differentiation system was applied to the Post Office manipulative grades. Notional London scales for the earlier period do not exist.

Assistant postmasters Annual Pay—Men, Undifferentiated

(1) Salary Class	(2) Scales from 1.4.38 (a)	(3) Scales plus Consolidation Addition from 1.11.45 (a)	(4) Scales from 1.4.46 (b)	(5) Scales from 1.7.50	(6) Scales from 1.5.51	(7) Scales plus Pay Addition from 1.1.52	(8) Consolidated Scales from 1.1.53
A.	£ 780 805 830 855 880 (4 Officers)	£ 870 898 930 960 985	£ 930 960 990 1,020	£ 960 990 1,020 1,050	£ 1,010 1,040 1,070 1,100	£ s. 1,085 7 1,115 19 1,146 17 1,177 9	£ 1,115 1,155 1,195 1,210
B.	730 755 780 805 830 (7 Officers)	820 845 870 898 930	875 900 925 950	905 930 955 980	955 980 1,005 1,030	1,027 14 1,053 18 1,080 1 1,105 13	1,055 1,085 1,115 1,135
I.	(i) 630 655 680 705 (3 Officers) (ii) (6 Officers)	(i) 720 745 770 795 (ii) 670 695 720 745	800 825 850 875	830 855 880 905	880 905 930 955	949 2 975 6 1,001 10 1,027 14	975 1,005 1,035 1,055
II.	Classes II-VII No posts	Classes II-VII No posts	725 750 775 800	755 780 805 830	805 830 855 880	870 10 896 14 922 18 949 2	895 925 955 975

III	650 675 700 725	680 705 730 755	730 755 780 805	791 6 817 10 844 6 870 10	810 840 870 895
IV	580 600 620 640 650	610 630 650 670 680	660 680 700 720 730	718 6 738 18 760 2 781 6 791 6	735 760 785 810
V	520 540 560 580	550 570 590 610	600 620 640 660	655 6 675 18 697 2 718 6	675 700 725 735
VI	460 480 500 520	490 510 530 550	(d) 540 560 580 600	592 6 612 18 634 2 655 6	610 635 660 675
VII	(c) 400 415 430 445 460	430 445 460 475 490	(d) 480 495 510 525 540		

Notes.—(a) Before 1946 assistant postmasters were employed at 20 of the largest Head Post Offices only.  
 (b) The revised scales took account of the changes in work under the Reallocation Scheme in 1946, when the grade of assistant postmaster was introduced generally.  
 (c) Operative from 1.10.47.  
 (d) Salary classes VI and VII were amalgamated on 1.11.51 to form a new class VI.

## Supervising Grades (Telephone) Annual Pay—Men, London

(1) Grade	(2) Scales from 1.4.38	(3) Scales plus Consolidation Addition from 1.11.45	(4) Scales from 1.6.46	(5) Scales from 1.10.47	(6) Scales from 1.7.50	(7) Scales from 1.4.51	(8) Scales plus Pay Addition from 1.1.52	(9) Consolidated Scales from 1.1.53
Assistant supervisor	<i>Night supervisor</i> £ 215 225 235 245 255 265	£ 293 303 313 323 333 343	£ 335 350 365 380	£ 365 380	<i>Assistant supervisor</i> £ 415 430 445 460	£ 435 450 465 480	£ 478 16 495 511 4 528 12	£ 500 520 540 550
Supervisor	<i>Night supervisor, higher grade</i> 275 287 299 310	353 365 377 388	390 405 420	As in col. (4)	<i>Supervisor</i> 470 485 500	490 505 520	538 12 555 10 571 2	560 585 590
Chief supervisor	<i>Senior night supervisor</i> No posts in London (a)	No posts in London (a)	430 445 460 475 490	As in col. (4)	<i>Chief supervisor</i> 530 545 560 575 590	550 565 580 595 610	602 6 618 10 634 2 649 14 665 6	620 645 670 685
Senior chief supervisor	<i>Chief night supervisor</i> No posts in London (a)	No posts in London (a)	540 560 580 600 620 640	As in col. (4)	<i>Senior chief supervisor</i> 640 660 680 700 720 740	660 680 700 720 740 760	718 6 738 18 760 2 781 6 801 18 823 2	735 760 785 810 840 845

Note.—(a) Notional London scales for these periods do not exist.

## Supervising Grades (Telephonic) Annual Pay—Women, London

(1) Grade	(2) Scales from 1.4.38	(3) Scales plus Consolidation Addition from 1.11.45	(4) Scales from 1.6.46	(5) Scales from 1.10.47	(6) Scales from 1.7.50	(7) Scales from 1.4.51	(8) Scales plus Pay Addition from 1.1.52	(9) Consolidated Scales from 1.1.53
Assistant supervisor	<i>Assistant supervisor, class II</i> £ s. 197 — 204 10 212 — 219 10 227 — 234 10 237 —	£ s. 260 — 267 10 275 — 282 10 290 — 297 10 300 —	£ 295 305 315 325	£ 315 325	<i>Assistant supervisor</i> £ 340 350 360 370	£ 355 365 375 385	£ s. 390 8 401 12 412 16 424 —	£ 410 425 440
Supervisor	<i>Assistant supervisor, class I</i> £ 250 260 270 280 290 Supervisor	£ 313 323 333 343 354	£ 345 360 375 390	As in col. (4)	<i>Supervisor</i> £ 390 405 420 435	£ 405 420 435 450	£ s. 445 4 462 12 478 16 495 —	£ 460 475 490 510
Chief supervisor	£ 310 322 334 346 358 370 Superior, higher grade	£ 379 394 406 418 430 442	£ 410 425 440 455	As in col. (4)	<i>Chief supervisor</i> £ 475 490 505 520	£ 490 505 520 535	£ s. 538 12 555 10 571 2 586 14	£ 550 570 590 600
Senior chief supervisor	£ 425 443 461 479 497 500	£ 497 515 533 551 569 572	£ 495 515 535 555 575	As in col. (4)	<i>Senior chief supervisor</i> £ 560 580 600 620 640	£ 575 595 615 635 655	£ s. 628 10 649 14 670 18 691 10 712 14	£ 640 665 690 715 730

## POST OFFICE ENGINEERING AND ALLIED GRADES

(Chapter 27)

## Engineering Rank-and-file Grades Weekly Pay Scales—Men, London

(1) Grade	(2) Age	(3) Scales from 1.10.38	(4) Basic Scales from 1.2.43	(5) Scales plus Consoli- dation Addition 1.11.45	(6) Rounded Scales from 1.8.46 REORGANI- SATION (b)	(7) Scales from 1.7.48 (c)	(8) Scales from 1.6.50	(9) Scales from 1.6.51	(10) Scales plus Pay Addition from 1.1.52	(11) Consolidated Scales from 1.1.53
Labourer ...	20 ...	£ s. d. 2 3 6	£ s. d. 2 3 6	£ s. d. 3 7 6	£ s. d. 3 12 -	£ s. d. 3 18 -	£ s. d.	£ s. d.	£ s. d.	£ s. d.
	21 ...	2 10 -	2 10 -	4 - -	4 3 -	4 11 -				
	22 ...	2 12 6	2 12 6	4 2 6	4 6 -	4 14 -				
	23 ...	2 15 -	2 15 -	4 5 -	4 9 -	4 17 -				
	24 ...	2 17 - (a)	2 17 6	4 7 6	4 12 -	4 18 6				
	25 ...		3 - -	4 10 -	4 15 -	5 - -	5 2 - (on entry)	5 10 - (on entry)	6 1 - (on entry)	6 9 - (on entry)
	or over									
	On completion after age 25 of 1 year					5 3 -	5 4 - (after one year)	5 12 - (after one year)	6 3 - (after one year)	6 11 - (after one year)
	2 years' service		3 2 6	4 12 6	4 18 -					

Technician  
class IIB

## Technician class IIB (g)

Skilled workman  
class IIBUnestablished skilled workman and  
skilled workman class II (f)

20 ...  
21 ...  
22 ...  
23 ...  
24 ...  
25 ...  
or over

£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
2 3 6	2 7 6	3 11 6	3 16 -	4 3 -
2 10 -	2 12 6	4 2 6	4 7 -	4 15 -
2 12 6	2 15 -	4 5 -	4 10 -	4 18 -
2 15 -(d)	2 17 6	4 7 6	4 13 -	5 1 -
(a) 2 17 -(e)	3 2 -	4 10 -	4 16 -	5 4 -
2 19 -	3 2 6(e)	4 12 6(e)	4 19 -	5 7 -
3 1 -	3 5 -	4 15 -	5 2 -	5 10 -
3 3 -	3 7 6	4 17 6	5 5 -	5 13 -
3 5 -	3 10 -	5 2 6	5 8 -	5 16 -
3 7 6	3 12 6	5 5 -	5 11 -	5 19 -
3 10 -	3 15 -	5 2 6	5 14 -	-
3 12 6	-	5 5	-	-
3 15 -	-	-	-	-

£ s. d.	£ s. d.	£ s. d.	£ s. d.
-	-	-	-
5 4 -	5 13 -	6 4 6	6 12 6
5 7 -	5 16 -	6 7 6	6 15 6
5 10 -	5 19 -	6 11 -	6 19 -
5 13 -	6 2 -	6 14 -	7 2 6
5 16 -	6 6 -	6 18 6	7 6 6
5 19 -	6 10 -	7 3 7	7 11 -
6 2 -	6 14 -	7 7 6	7 15 6

Technician  
class IIA

## Technician class IIA (g)

Skilled workman  
class IIASkilled workman class II (f)  
(see above)

20 ...  
21 ...  
22 ...  
23 ...  
24 ...  
25 ...  
or over

£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
4 2 -	4 9 -	5 1 -	5 10 -	6 3 -
4 13 -	5 1 -	5 4 -	5 13 -	6 6 -
4 16 -	5 4 -	5 7 -	5 16 -	6 9 -
4 19 -	5 7 -	5 10 -	5 19 -	7 2 -
5 2 -	5 10 -	5 13 -	6 2 -	7 5 -
5 5 -	5 13 -	5 16 -	6 5 -	7 8 6
5 8 -	5 16 -	5 19 -	6 8 -	7 12 -
5 11 -	5 19 -	6 2 -	-	-
5 14 -	6 2 -	6 5 -	-	-
5 17 -	6 5 -	-	-	-
6 -	-	-	-	-

£ s. d.	£ s. d.	£ s. d.	£ s. d.
-	-	-	-
5 10 -	6 -	6 12 6	7 3 6
5 13 -	6 3 -	6 15 6	7 6 6
5 16 -	6 6 -	6 18 6	7 10 -
5 19 -	6 9 -	7 2 -	7 13 6
6 2 -	6 12 -	7 5 -	7 16 6
6 5 -	6 15 -	7 8 6	8 -
6 8 -	6 18 -	-	-

Technician  
class I

## Technician class I (g)

## Skilled workman class I

No  
age pay

£ s. d.	£ s. d.	£ s. d.	£ s. d.
3 16 6	5 6 6	6 9 -	-
3 19 -	5 9 -	6 12 -	-
4 1 6	5 11 6	6 15 -	-
4 4 -	5 14 -	-	-
4 7 -	5 17 -	-	-
4 10 -	6 -	-	-

£ s. d.	£ s. d.	£ s. d.	£ s. d.
-	-	-	-
6 15 -	7 7 -	8 1 6	8 9 6
7 -	7 12 6	8 8 -	8 16 -

POST OFFICE ENGINEERING AND ALLIED GRADES

(1) Grade	(2) Age	(3) Scales from 1.10.38	(4) Basic Scales from 1.2.43	(5) Scales plus Consoli- dation Addition 1.11.45	(6) Rounded Scales from 1.8.46 REORGANI- SATION (b)	(7) Scales from 1.7.48 (c)	(8) Scales from 1.5.50	(9) Scales from 1.6.51	(10) Scales plus Pay Addition from 1.1.52	(11) Consolidated Scales from 1.1.53
Technical officer	21 ... 22 ... 23 ... 24 ... 25 ... or over				Technician (h)	Technical officer (g)				
						£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
						4 17 -	5 14 -	6 3 -	6 15 6	7 3 6
						5 - -	5 17 -	6 6 -	6 18 6	7 6 6
						5 3 -	5 11 -	6 9 6	7 2 6	7 10 6
						5 6 -	5 14 -	6 3 -	7 6 -	7 14 -
						5 10 -	5 18 -	6 6 -	7 9 6	7 17 6
						5 15 -	6 3 -	6 10 -	7 14 -	8 2 -
						6 - -	6 8 -	7 5 6	8 - -	8 8 -
						6 5 -	6 13 -	7 11 -	8 6 -	8 14 -
						6 10 -	7 5 -	7 16 6	8 12 -	9 - -
						6 15 -	7 10 -	8 2 -	8 18 -	9 6 -
						7 - -	7 15 -	8 7 -	9 3 6	9 11 6
						7 5 -	8 - -	8 12 6	9 10 -	9 18 -
						7 10 -	8 5 -	8 18 -	9 16 -	10 4 -
						7 15 -	- - -	- - -	- - -	- - -
						- - -	- - -	- - -	- - -	- - -
						- - -	- - -	- - -	- - -	- - -
						- - -	- - -	- - -	- - -	- - -
						- - -	- - -	- - -	- - -	- - -

Notes.—(a) Subject to 3 years adult service.  
 (b) The revised scales took account of the changes in work under the reorganisation scheme in 1946.  
 (c) Hours of work reduced in March, 1947 from 48 to 44 weekly without reduction in pay.  
 (d) Highest age pay and point of entry for staff above age indicated.  
 (e) Minimum for skilled workmen class II.  
 (f) These scales were augmented in many instances by weekly allowances in recognition of superior duties; about 24 per cent. of the total force received an allowance of 12s., about 10 per cent. received 6s. 6d. and 35 per cent. received 4s.  
 (g) Titles changed in 1949 without change in duties.  
 (h) The duties allocated under the reorganisation to the new grade of technician had previously been performed in part by skilled workmen class I and in part by skilled workmen class II in receipt of a 6s. 6d. allowance.





POST OFFICE ENGINEERING AND ALLIED GRADES

(Chapter 27)

Engineering Supervising Grades Annual Pay Scales—Men, London

(1) Grade	(2) Scales from 1938	(3) Basic Scales from 1.4.40	(4) Basic Scales from 1.12.42	(5) Basic Scales from 1.1.44	(6) Scales plus Consolidation Addition from 1.11.45	(7) Rounded Scales from 1.8.46 REORGAN- ISATION (a)	(8) Scales from 1.7.50	(9) Scales from 1.6.51	(10) Scales plus Pay Addition from 1.1.52	(11) Consolidated Scales 1953
Inspector ...	£ 250 260 270 280 290 300 310 320 330 340 350	£ 270 282 294 306 318 330 342 350	As in col.(3)	£ 270 282 294 306 318 330 342 354 366 370	£ 348 360 372 384 396 408 420 432 447 452	£ 375 390 405 420 435 450 465 470	£ 405 425 445 465 485 505 525 540	£ 440 460 480 500 520 540 560	£ s. 483 16 506 4 528 12 549 16 571 2 592 6 612 18	

Assistant engineer	Chief inspector	As in col. (2)			Assistant engineer Age (b) 18-20... 280 21 ... 300 22 ... 320 23 ... 340 24 ... 360 25 ... 380 or over 400			
	360	360	370	452		315	340	374 4
	375	378	388	475		335	360	396 12
	390	396	406	496		355	380	417 16
	405	414	424	514		375	400	440 4
	420	432	442	532		395	420	462 12
	435	450	450	540		415	440	483 16
	450					440	465	511 4
						465	490	538 12
						490	515	565 10
						515	540	592 6
						540	565	618 10
						565	590	644 14
						590	615	670 18
						615	640	697 2
						640	665	723 6
						665	680	738 18
						680		

*Notes.*—(a) The new scales took account of the changes in work under the reorganisation scheme of 1946. Before the reorganisation the complement comprised about 600 chief inspectors and 3,000 inspectors. The effect of the reorganisation, broadly, was that nine-tenths of the former posts for chief inspector together with about two-thirds of the former posts for inspector became posts for assistant engineers, while the remaining third of the posts for inspector continued in being in the now smaller grade of inspector.

(b) Age pay was not introduced until 1st September, 1949. The age-points shown applied to the scale in column (7) from that date and to all the scales in the following columns.

## THE POST OFFICE ENGINEERING AND ALLIED GRADES

(Chapter 27)

## Duties of the Grades

## THE ENGINEERING GRADES

## Rank-and-file

The rank-and-file engineering staff are organized in grades according to the degree of skill and technical knowledge required in the performance of their duties. Examples of the work appropriate to each of the principal grades are:—

Labourer ... ..	Unskilled assistance to a gang e.g. digging and trenching; dusting of internal equipment.
Technician, class II (B) ...	Work with a small element of skill as gang hands and mates, repair of telephone cords, maintenance of simple records.
Technician, class II (A) ...	Skilled work associated with the installation, maintenance and testing of telecommunications equipment at exchanges and of electric light and power plant and lifts; jointing and maintenance of lines; mates to fitters; chargeship of smaller stores.
Technician, class I ...	Skilled and more responsible work associated with the installation, maintenance and testing of telecommunications equipment at larger manual exchanges and of larger power plants; electrical, mechanical and hot-water fitting; chargeship of groups of men.
Technical officer ...	Skilled and more responsible work associated with the installation, maintenance and testing of telecommunications equipment at automatic exchanges, at radio stations and at certain manual exchanges, repeater stations and trunk exchanges. Technical officers may be called upon to supervise technicians, or to take charge of small numbers of other technical officers, and in the latter case allowances are paid subject to certain conditions.

## Supervising grades

Rank-and-file engineering grades are supervised by assistant engineers and inspectors, although in many cases supervision is not continuous and immediate. Of about 2,300 assistant engineers in the field, about 50 per cent. are engaged on duties (such as planning and estimating) which are not primarily of a supervisory character; 40 per cent. supervise groups of rank-and-file staff engaged on installation and maintenance in telephone exchanges and radio stations; the remaining 10 per cent. are employed in superintending the work of inspectors who supervise staff engaged on the installation and maintenance of external plant and telephone subscribers' apparatus, and on electric light and power work. In addition some 1,500 assistant engineers are employed in the Engineering Department and Regional Headquarters on design, development and other specialist duties.

## THE MOTOR TRANSPORT GRADES

## Rank-and-file

The work done by the rank-and-file staff consists of all aspects of the repair and maintenance of motor vehicles and of such mechanical apparatus as pneumatic drills and cable winches, apart from the work of specialist tradesmen (who are

employed by the Post Office as industrial staff). Examples of the work appropriate to each of the principal grades are:—

Labourer (motor transport).	Cleaning garage and workshop floors, stoking, packing stores.
Garage assistant ...	Lubrication, cleaning parts, changing wheels and tyres, washing of vehicles.
Mechanic B ...	Decarbonizing and minor adjustments and repairs.
Mechanic A ...	All skilled work not of a specialist character involved in the overhaul of a vehicle.
Senior mechanic ...	One or more specialist duties such as reconditioning of electrical equipment, reconditioning of body, blacksmithing, welding, operating special machine tools; chargeship of a group of mechanics.
Mechanic-in-charge ...	Control of garage and workshop providing for up to 40 vehicles (grade III); control of garage and workshop providing for 40-70 vehicles (grade II); and control of garage and workshop providing for more than 70 vehicles (grade I). Allowances are paid if the number exceeds 150.

#### Supervising grades

The supervision of groups of workshops normally devolves upon technical assistants, grade II, who in turn are under the supervision of technical assistants, grade I. Both these grades are also employed on individual duties in the Engineering Department.

### THE FACTORIES GRADES

#### Rank-and-file

The main duties of the principal rank-and-file grades are:—

Telephone mechanic ...	The repair of telephone apparatus and instruments, requiring both mechanical and electrical knowledge.
Assistant telephone mechanic (female).	The type of repetitive work customarily performed by women in the engineering industry, e.g., operating light machines, repair of small components, assembly of small parts and repair of telephone instruments on a flowline basis.

In the main these grades are employed full-time on the piecework system, and earnings over and above their basic pay depends on their rate of production.

#### Supervising grades

The direct supervision of the rank-and-file grades (including industrial staff) devolves upon factory foremen and factory forewomen. These grades are assisted by assistant foremen and assistant forewomen respectively.

### THE SUPPLIES GRADES

#### Rank-and-file

The duties of the principal rank-and-file grades are:—

Watchman ...	The duties indicated by the title.
Motor guard ...	Loading and unloading vehicles, checking and safeguarding contents.
Motor driver ...	The duties indicated by the title.
Packer and porter*	The duties indicated by the title.
Storeman*	Reception, counting and disposal of incoming stores; issue of requisitioned stores; checking and examination.
Warehouseman ...	Direction of a section of a store; checking of new and recovered stores; stock-keeping; checking despatches.

\*These duties are also performed by equivalent women staff.

## Supervising grades

The supervising grades are superintendent storewomen, sectional supplies superintendents, supplies superintendents and senior supplies superintendents, some of whom have specialized functions such as control of the manufacture of stamps, the examination of poles, etc.

## THE CABLE-SHIP GRADES

The ratings, petty officers, chief petty officers and warrant officers employed on the cable-ships are organized in 30 small grades, a list of which appears below. Their duties conform to normal maritime practice or are otherwise clear from their titles.

*Ratings*

Seaman cable hand	Assistant laundryman
Seaman cable jointer	Pantryman
Quartermaster	Steward's storekeeper
Stoker	Assistant steward
Leading stoker	Assistant cook

*Petty Officers*

Deck storekeeper	Baker and assistant cook
Carpenter's mate	Second cook and baker
Assistant engine-room storekeeper	Second cook
Engine-room storekeeper	Laundryman
Assistant cable-engine driver	Second steward
Butcher and assistant cook	

*Chief Petty Officers*

Cable jointer	Donkeyman
Boatswain	Cable engine driver
Assistant cable foreman	Chief cook
Carpenter	

*Warrant Officers*

Cable foreman	Chief steward
---------------	---------------

(1) Grade	(2) Tomlin Commission Recommendation	(3) Scales from 1.11.39	(4) Basic Scales plus Consolidation Addition from 1.11.45	(5) Rounded Scales from 1.1.47	(6) Scales from 1.1.51	(7) Scales plus Pay Addition from 1.1.52	(8) Consolidated Scales from 1.1.53
Office keeper, Grade I	No recommendation made	£290 × £12—£350	—	£420 × £15—£500	£450 × £15—£495 × £20—£540	—	£515 × £15—£545 × £20—£610
		£ 290 302 314 326 338 350	£ 368 380 392 404 416 428	£ 420 435 450 465 480 495 500	£ 450 465 480 495 515 535 540	£ s. 495 — 511 4 528 12 544 16 565 10 585 14 605 6 610 —	£ 515 530 545 565 585 605 610
Office keeper, Grade II	No recommendation made	£230 × £10—£310	—	£360 × £15—£450	£390 × £15—£490	—	£450 × £15—£510 × £20—£560
		£ 230 240 250 260 270 280 290 300 310	£ 308 318 328 338 348 358 368 378 388	£ 360 375 390 405 420 435 450	£ 390 405 420 435 450 465 480 490	£ 429 — 445 4 462 12 478 16 495 — 511 4 528 12 538 12	£ 450 465 480 495 510 530 550 560
Office keeper, Grade III (formerly deputy office keeper)	No recommendation made	£230 × £7 10s. —£260	—	£340 × £10—£380	£360 × £10—£420	—	£415 × £10—£445 × £15—£485
		£ s. 230 — 237 10 245 — 252 10 260 —	£ s. 308 — 315 10 323 — 330 10 338 —	£ 340 350 360 370 380	£ 360 370 380 390 400 410 420	£ 396 12 406 12 417 16 429 — 440 4 451 8 462 12	£ 415 425 435 445 460 475 485





## GENERAL SERVICE WOMEN CLEANERS

(Chapter 29)

## Rates of Pay—London

The Tomlin Commission made no recommendation on women cleaners.

			<i>s. d.</i>		
1. 7.35 (a)	...	...	29	6	a week.
1. 4.39 (a)	...	...	30	6	a week (basic pay).
1.11.45 (a)	...	...	48	6	a week (full basic pay plus consolidation addition).
3. 4.47	...	...	1	6½	an hour rising to
			1	7	after 2 years' service.
1.10.47	...	...	1	7½	an hour rising to
			1	8½	after 2 years' service.
1. 4.49	...	...	1	9½	an hour.
1.12.50	...	...	1	11	an hour.
1.10.51	...	...	2	0½	an hour.
1. 1.52 (b)	...	...	2	1½	(approx.) an hour (including pay addition)
1.12.52	...	...	2	2½	an hour (consolidated rate).

Notes:—(a) Until 3rd April, 1947, part-time women in London were paid an inclusive rate for a minimum of 30 hours a week with a liability to work up to 42 hours without additional pay. Thereafter hourly rates were laid down.

(b) From the 1st January, 1952, the hourly rate was abated by 1½d. an hour before pay addition was given. This was done to take account of revisions in scales effective from the 1st October, 1951, viz. 2s. 0½d. less 1½d. = 1s. 11d. plus 10 per cent. = 2s. 1½d. an hour.



# SUBJECT INDEX

	Paragraph		Paragraph
<b>A</b>		<b>Cleaners:</b>	
<b>Administrative class:</b>		General service class:	
Duties and structure ...	180, 183-184	Duties and structure ..	503, 510-511
History ... ..	187-203	History ... ..	512
Hours and leave ...	204-205	Hours ... ..	507-509
Numbers ... ..	5, 182	Leave ... ..	513
Recruitment ... ..	185-186	Post Office—See Post Office	
Age pay ... ..	34	manipulative grades	
<b>Allowances:</b>		<b>Clerical assistant class:</b>	
General ... ..	29-31	Duties ... ..	404
Proficiency ... ..	391	History ... ..	410-417
Time (night and shift)	465-466, 483, 509	Hours and leave ...	418-420
<b>Annual leave—See Leave, annual</b>		Numbers ... ..	406
<b>Approved employment—See Superannuation</b>		Recruitment ... ..	407-408
<b>Architects—See Works group of professional classes</b>		<b>Clerical class:</b>	
<b>Architectural draughtsmen—See Draughtsmen</b>		Departmental grades ...	360
<b>Assimilation—See Starting pay</b>		Duties and structure ..	345-346
<b>Assistant (scientific) class:</b>		History ... ..	354-368
Duties and structure ...	372, 374	Hours and leave ...	369-371
History ... ..	379-384	Numbers ... ..	348
Hours and leave ...	385-387	Recruitment ... ..	349-352
Numbers ... ..	373	<b>Clerks, temporary—See Temporary clerks</b>	
Recruitment ... ..	375-377	<b>Conditioned hours—See Hours, definitions</b>	
<b>B</b>		<b>Consolidation addition ...</b>	
Barlow Committee ... ..	208-209		153-154
<b>Bonus:</b>		<b>Corresponding points assimilation</b>	
Cost of living 1920-32 ...	148		42-46, 174
War 1940-45 ... ..	150-154	<b>Cost:</b>	
See also Pay addition		Of civil service salaries and wages ... ..	7
Broken service ... ..	132	Of civil service superannuation—See Superannuation	
<b>C</b>		<b>D</b>	
Carpenter Committee ... ..	207	<b>Definition of Civil Service ...</b>	
Changepoints ... ..	164		4-9
Chorley Committee ... ..	200-202, 220-221	<b>Disestablished civil servant—See Superannuation, re-employment of pensioners</b>	
<b>Draughtsmen, Architectural and Engineering:</b>		<b>Draughtsmen, Architectural and Engineering:</b>	
Duties and structure ...	325, 328	Duties and structure ...	325, 328
History ... ..	333-341	History ... ..	333-341
Hours and leave ...	342-343	Hours and leave ...	342-343
Numbers ... ..	327	Numbers ... ..	327
Recruitment ... ..	330-331	Recruitment ... ..	330-331

	Paragraph
Drawing office assistants ... ..	329
Duplicating grades ... ..	430
<b>E</b>	
Efficiency bar... ..	28
Engineers:	
Civil, electrical, mechanical, sanitary, structural— <i>See</i> Works group of professional classes	
Engineering draughtsmen— <i>See</i> Draughtsmen	
Engineering grades— <i>See</i> Post Office engineering grades	
Equal pay— <i>See</i> Sex differentiation	
Establishment:	
Starting pay on ... ..	39
Of temporary clerks ... ..	442
Executive class:	
Duties and structure ... ..	265, 268
History ... ..	272-282
Hours and leave ... ..	283-286
Numbers ... ..	267
Recruitment ... ..	269-270
Experimental officer class:	
Duties and structure ... ..	288, 290
History ... ..	293-299
Hours and leave ... ..	300-302
Numbers ... ..	289
Recruitment ... ..	291
Extra duty allowance ... ..	65-67
<b>F</b>	
Fixed rates ... ..	27
<b>G</b>	
Gardiner Committee ... ..	253-259
Gratuities— <i>See</i> Superannuation	
Gross conditioned and gross working hours— <i>See</i> Hours, definitions	

	Paragraph
<b>H</b>	
Hours:	
Definitions ... ..	56
Non-industrial staff in industrial establishments ... ..	81-82
Office staffs ... ..	57-60, 86-89
Post Office manipulative staffs 74-75, 95-96	
Post Office engineering staffs 78, 99-100	
1949 offer ... ..	93-94
<i>See also the concluding section         of each Chapter in Part II</i>	
<b>I</b>	
Increments:	
Developments in ... ..	161-177
Purposes of ... ..	163
Special ... ..	29-31, 196
Injury Warrant ... ..	133
Instructional officers ... ..	321
<b>L</b>	
Lands officers— <i>See</i> Works group of professional classes	
Leave, annual:	
General ... ..	69-72
Non-industrial staffs in industrial establishments ... ..	83
Office staffs ... ..	69-72, 90-92
Post Office manipulative staffs 77, 97-98	
Post Office engineering staffs 80, 101-102	
1949 offer ... ..	93-94
<i>See also the concluding section         of each Chapter in Part II</i>	
Leave, sick:	
General ... ..	103-104, 108-109
Established staff ... ..	105-106
National Insurance ... ..	110-111
Temporary staff ... ..	107
Leave, special ... ..	73
Long hours gratuity ... ..	68
<b>M</b>	
Machine operating class:	
Duties and structure ... ..	421, 423
History ... ..	427-429
Hours and leave ... ..	431-433
Numbers ... ..	422
Recruitment ... ..	424-426

	Paragraph
Mark-time pay ... ..	45 (vi)
Marriage gratuities ... ..	131
Medical reject ... ..	129
Messengerial classes:	
Duties ... ..	487
History ... ..	496-500
Hours and leave ... ..	501-502
Numbers ... ..	489
Recruitment ... ..	494-495

## N

Net conditioned and net working hours—See Hours, definitions	
Numbers of Civil Service Staff (See also under classes concerned) ...	5

## O

Overtime:	
Office staffs ... ..	61-68
Post Office manipulative staffs ...	76
Post Office engineering staffs ...	79
See also the concluding section of each Chapter in Part II	

## P

Paper keepers—See Messengerial classes	
Pay addition ... ..	157-159
Pension—See Superannuation	
Post Office manipulative grades:	
Duties and structure ... ..	448-454
History ... ..	462
Hours and leave ... ..	74-75, 95-96, 463-469
Numbers ... ..	456
Recruitment ... ..	458-459
Time allowances ... ..	465-466
Post Office engineering grades:	
Duties and structure ... ..	472
History ... ..	478-479
Hours and leave ... ..	480-486
Night and shift allowances ... ..	483
Numbers ... ..	474
Recruitment ... ..	476
Probation ... ..	24
Progression—See Increments	

	Paragraph
Promotion increase ... ..	37-38
Provincial differentiation:	
General ... ..	10-11
Monthly paid staffs ... ..	12-18
Post Office staffs ... ..	20, 456, 474
Weekly paid staffs ... ..	19

## R

Ranges of pay ... ..	26
Recruitment—See under classes concerned	
Royal Commission—See Tomlin Commission	

## S

Scales of pay (See also Increments)	23-24, 162
Scientific officer class:	
Duties and structure ... ..	211, 213-214
History ... ..	207-209, 216-227
Hours and leave ... ..	228-229
Numbers ... ..	212
Recruitment ... ..	215
Superannuation... ..	230-231
Sex differentiation ... ..	47-54
Starting pay:	
On assimilation ... ..	40-46
On establishment ... ..	39
On promotion ... ..	37-38
On recruitment ... ..	34-36
Substantive pay ... ..	45 (vi)
Superannuation:	
Abatement of pension ... ..	128, 129
Acts regulating ... ..	112, 134
Added years ... ..	137
Additional allowance ... ..	116
Allocation of pension ... ..	121
Approved employment ... ..	142
Averaging ... ..	116
Broken service ... ..	132
Contributions to widows' and children's scheme ... ..	118
Cost ... ..	113
Dependants' scheme ... ..	120
Disestablished capacity ... ..	128
Eligibility ... ..	135
Established service, reckoning of ... ..	137

	Paragraph		Paragraph
<b>Superannuation—<i>cont.</i></b>		<b>Temporary clerks:</b>	
Gratuities:		Duties ... ..	435
Death ... ..	124	Establishment ... ..	442
Marriage ... ..	131	History ... ..	439-441
Short service ... ..	130	Hours and leave ... ..	443-444
Unestablished staff ... ..	132	Numbers ... ..	437
Injury, provision for cases of ...	133	Recruitment ... ..	438
Lump sum— <i>See</i> additional allowance		<b>Temporary staff ... ..</b>	<b>6</b>
Medical rejects ... ..	139	<b>Time allowances:</b>	
National insurance abatement	129	Post Office staffs ... ..	465-466, 483
Non-contributory nature of		Cleaners ... ..	509
Civil Service scheme ... ..	112	<b>Tonlin Commission:</b>	
Part-time service ... ..	132	On administrative class ... ..	188
Pensions (Increase) Acts ... ..	134	On bonus system ... ..	149
Reckoning of service ... ..	137-140	On clerical assistant class ... ..	411
Re-employment of pensioners	128	On clerical class ... ..	354
Retirement:		On equal pay ... ..	47
Abolition of office ... ..	125	On executive class ... ..	273
Ill-health, on account of ... ..	123	On principles of pay ("Tonlin Formula") ... ..	144-146
Minimum age of ... ..	136	On provincial differentiation ... ..	13
Premature in interest of efficiency ... ..	126	On temporary clerks ... ..	439
Voluntary ... ..	127	<b>Tracers ... ..</b>	<b>329</b>
Scale of awards ... ..	116	<b>Transfer grants ... ..</b>	<b>10 (iv), 15</b>
Transfer to and from the Civil Service from or to other employment ... ..	141-143	<b>Typing grades:</b>	
Transfer Rules ... ..	143	Duties and structure ... ..	392, 394
Unestablished service, reckoning of ... ..	138	History ... ..	396-400
Unestablished staff ... ..	132	Hours and leave ... ..	401-403
War Service and National Service, reckoning of ... ..	140	Numbers ... ..	390
Widows' and children's scheme	117-119	Proficiency allowances ... ..	391
		Recruitment ... ..	393
		Technical standards ... ..	394
<b>Surveyors—<i>See</i> Works group of professional classes</b>		<b>U</b>	
		<b>Unestablished—<i>See</i> Temporary</b>	
<b>T</b>		<b>W</b>	
<b>Technical classes:</b>		<b>Working hours—<i>See</i> Hours, definitions</b>	
Duties and structure ... ..	303, 306	<b>Works group of professional classes:</b>	
History ... ..	310-320	Duties ... ..	232-235
Hours and leave ... ..	314, 316, 322-324	History ... ..	240-262
Non-technical grades ... ..	321	Hours and leave ... ..	263-264
Numbers ... ..	305	Numbers ... ..	237
Recruitment ... ..	307-308	Recruitment ... ..	238-239



ROYAL COMMISSION ON THE CIVIL SERVICE (1953)  
INTRODUCTORY FACTUAL MEMORANDUM  
ON THE CIVIL SERVICE

Erratum

Page 2, para. 5 (f), under the head of "Unestablished staff": 71,170 *should read* 41,170.

LONDON: HER MAJESTY'S STATIONERY OFFICE : 1954

(22801)

## ADDITIONAL TYPE CLASSES (Chapter 12) Annual Fee—None. London.

**Abstract**

[illegible]

None will. The following special language of the Copyright Office, the Copyright Clearance Center and the Copyright Licensing Agency is a voluntary compilation of law and is not intended to be a substitute for legal advice.

(16) The starting pay of workers through retirement is no compensation in respect of gratuity award, though the gratuity award payable on compulsory retirement of two years' service has been added here.

(b) Capital segment meaning the sum of (1) \$200 + 100 = \$300; (2) This amount because the grossed (d) (1) income referred to in (c) produces results which does not reach the gross amount of \$200; and adjustments have made at the point where the grossed (d) (2).



## SCIENTIFIC OFFICER CLASS

(Chapter 16)

Annual Pay Scales - Main, London

(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Grade	Basic salary plus 10% (1991-92)	Basic salary plus 10% (1992-93)	Basic salary plus 10% (1993-94)	Basic salary plus 10% (1994-95)	Basic salary plus 10% (1995-96)	Basic salary plus 10% (1996-97)	Basic salary plus 10% (1997-98)	Basic salary plus 10% (1998-99)	Basic salary plus 10% (1999-00)	Basic salary plus 10% (2000-01)	Basic salary plus 10% (2001-02)	Basic salary plus 10% (2002-03)	Basic salary plus 10% (2003-04)
Chief scientific officer	£120,000-£125,000	£125,000-£130,000	£130,000-£135,000	£135,000-£140,000	£140,000-£145,000	£145,000-£150,000	£150,000-£155,000	£155,000-£160,000	£160,000-£165,000	£165,000-£170,000	£170,000-£175,000	£175,000-£180,000	£180,000-£185,000
Senior scientific officer	£100,000-£105,000	£105,000-£110,000	£110,000-£115,000	£115,000-£120,000	£120,000-£125,000	£125,000-£130,000	£130,000-£135,000	£135,000-£140,000	£140,000-£145,000	£145,000-£150,000	£150,000-£155,000	£155,000-£160,000	£160,000-£165,000
Scientific officer	£80,000-£85,000	£85,000-£90,000	£90,000-£95,000	£95,000-£100,000	£100,000-£105,000	£105,000-£110,000	£110,000-£115,000	£115,000-£120,000	£120,000-£125,000	£125,000-£130,000	£130,000-£135,000	£135,000-£140,000	£140,000-£145,000
Junior scientific officer	£60,000-£65,000	£65,000-£70,000	£70,000-£75,000	£75,000-£80,000	£80,000-£85,000	£85,000-£90,000	£90,000-£95,000	£95,000-£100,000	£100,000-£105,000	£105,000-£110,000	£110,000-£115,000	£115,000-£120,000	£120,000-£125,000
Entry level	£40,000-£45,000	£45,000-£50,000	£50,000-£55,000	£55,000-£60,000	£60,000-£65,000	£65,000-£70,000	£70,000-£75,000	£75,000-£80,000	£80,000-£85,000	£85,000-£90,000	£90,000-£95,000	£95,000-£100,000	£100,000-£105,000
Ungraded	£20,000-£25,000	£25,000-£30,000	£30,000-£35,000	£35,000-£40,000	£40,000-£45,000	£45,000-£50,000	£50,000-£55,000	£55,000-£60,000	£60,000-£65,000	£65,000-£70,000	£70,000-£75,000	£75,000-£80,000	£80,000-£85,000

Notes: (1) Other grades were also in force in 1991. The 1991 scales were ungraded.

(2) As from 1.1.01 the right to increase the salary, and although in some cases the new scale was higher than the old scale, the new grade did not represent the old grade.

(3) As from 1.1.01 the right to increase the salary, and although in some cases the new scale was higher than the old scale, the new grade did not represent the old grade.

(4) As from 1.1.01 the right to increase the salary, and although in some cases the new scale was higher than the old scale, the new grade did not represent the old grade.

(5) As from 1.1.01 the right to increase the salary, and although in some cases the new scale was higher than the old scale, the new grade did not represent the old grade.

(6) As from 1.1.01 the right to increase the salary, and although in some cases the new scale was higher than the old scale, the new grade did not represent the old grade.

EXECUTIVE CLASS  
(Chapter 14)  
Annual Pay Scales—Min., London

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Grade	Table Continued Recommendations	Rate from 1955-1957	Rate from 1958-1960	Revised Rate from 1961-67	Scale from 1968-69	Scale from 1970-71	Scale from 1972-73	Scale from 1974-75	Scale from 1976-77	Scale from 1978-79
Principal executive officer	No Recommendation made	\$1,100-\$1,200 -41,450	Rate scale from 1958-1960 \$1,200-\$1,300 -41,500 (a)	Rate scale from 1961-67 \$1,300-\$1,400 -41,550 (a)	\$1,300-\$1,400 -41,600	\$1,300-\$1,400 -41,650	\$1,300-\$1,400 -41,700	\$1,300-\$1,400 -41,750	\$1,300-\$1,400 -41,800	\$1,300-\$1,400 -41,850
		\$	\$	\$	\$	\$	\$	\$	\$	\$
		1,100	1,200	1,300	1,300	1,300	1,300	1,300	1,300	1,300
		1,150	1,250	1,350	1,350	1,350	1,350	1,350	1,350	1,350
		1,200	1,300	1,400	1,400	1,400	1,400	1,400	1,400	1,400
		1,250	1,350	1,450	1,450	1,450	1,450	1,450	1,450	1,450
		1,300	1,400	1,500	1,500	1,500	1,500	1,500	1,500	1,500
		1,350	1,450	1,550	1,550	1,550	1,550	1,550	1,550	1,550
		1,400	1,500	1,600	1,600	1,600	1,600	1,600	1,600	1,600
		1,450	1,550	1,650	1,650	1,650	1,650	1,650	1,650	1,650
		1,500	1,600	1,700	1,700	1,700	1,700	1,700	1,700	1,700
		1,550	1,650	1,750	1,750	1,750	1,750	1,750	1,750	1,750
		1,600	1,700	1,800	1,800	1,800	1,800	1,800	1,800	1,800
		1,650	1,750	1,850	1,850	1,850	1,850	1,850	1,850	1,850
		1,700	1,800	1,900	1,900	1,900	1,900	1,900	1,900	1,900
		1,750	1,850	1,950	1,950	1,950	1,950	1,950	1,950	1,950
		1,800	1,900	2,000	2,000	2,000	2,000	2,000	2,000	2,000
		1,850	1,950	2,050	2,050	2,050	2,050	2,050	2,050	2,050
		1,900	2,000	2,100	2,100	2,100	2,100	2,100	2,100	2,100
		1,950	2,050	2,150	2,150	2,150	2,150	2,150	2,150	2,150
		2,000	2,100	2,200	2,200	2,200	2,200	2,200	2,200	2,200
		2,050	2,150	2,250	2,250	2,250	2,250	2,250	2,250	2,250
		2,100	2,200	2,300	2,300	2,300	2,300	2,300	2,300	2,300
		2,150	2,250	2,350	2,350	2,350	2,350	2,350	2,350	2,350
		2,200	2,300	2,400	2,400	2,400	2,400	2,400	2,400	2,400
		2,250	2,350	2,450	2,450	2,450	2,450	2,450	2,450	2,450
		2,300	2,400	2,500	2,500	2,500	2,500	2,500	2,500	2,500
		2,350	2,450	2,550	2,550	2,550	2,550	2,550	2,550	2,550
		2,400	2,500	2,600	2,600	2,600	2,600	2,600	2,600	2,600
		2,450	2,550	2,650	2,650	2,650	2,650	2,650	2,650	2,650
		2,500	2,600	2,700	2,700	2,700	2,700	2,700	2,700	2,700
		2,550	2,650	2,750	2,750	2,750	2,750	2,750	2,750	2,750
		2,600	2,700	2,800	2,800	2,800	2,800	2,800	2,800	2,800
		2,650	2,750	2,850	2,850	2,850	2,850	2,850	2,850	2,850
		2,700	2,800	2,900	2,900	2,900	2,900	2,900	2,900	2,900
		2,750	2,850	2,950	2,950					

20. There are no cells with 10 or all the following colors:

#### EXPERIMENTAL OFFICER CLASS

## APPENDIX B

Change 17

*Amund Pez Sinker—Mey, London*

[illegible]

☒ The 1000 grades were self-administered.  
☒ At least 1 of the 1000 students was assigned and there is an exact correspondence between the experimental effort grades and the 1000 associated grades stamped at the grade level.  
☒ The 1000 grades apply to courses 06, 07 and 08.

## GENERAL SERVICE CLERICAL CLASS

(Chapter 26)

Annual Pay Scale—MS, London

(1) Grade	(2) Single Development Bandwidth (from 1994)	(3) Single from 1994-97	(4) Joint Single from 1.11.98	(5) Single Single and Consolidation Addition from 1.11.98	(6) Expanded Single from 1997	(7) Single from 1.10.97	(8) Single from 1998-99	(9) Single plus Pay Addition 1.1.00	(10) Consolidated Single 1.1.00	(11) Consolidated MS Band plus 1 (40 pps) Single (40p Addition to Grade 1)
Higher clerical officer	MSD 1011-1200	MSD 1011-1200 0.4.97	As in col (3)	As in col (3)	MSD 1011-1200 1.1.97	MSD 1011-1200	MSD 1011-1200 1.1.99	As in col (8)	MSD 1011-1200	As in col (8)
	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245		4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245
General officer	MS 1111-1200 MSD 1111-1200 1.1.99 (4)	MS 1111-1200 MSD 1111-1200 1.1.99 (4)	MS 1111-1200 MSD 1111-1200 1.1.99 (4)	MS 1111-1200 MSD 1111-1200 1.1.99 (4)	MS 1111-1200 MSD 1111-1200 1.1.99 (4)	As in col (6)	MS 1111-1200 MSD 1111-1200 1.1.99 (4)	As in col (8)	MS 1111-1200 MSD 1111-1200 1.1.99 (4)	As in col (8)
	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245	4 175 185 195 205 215 225 235 245

Notes: (1) The Consolidation represented a structure which was not incorporated including an intermediate grade as a result of MSD 1011-1200

(2) MSD 1011-1200 applies to Grades 10, 11, 12 and 13

(3) Efficiency pay

(4) There are two pay points at which this scale differs from the preceding one.

(5) These points apply to all the following categories:

(6) The middle London headquarters offices considered as a 40-hour week and working a 40-hour week over 47 weeks (i.e. allowing for 4 weeks non-payment for holiday or absence on account of sick leave)

(7) At age point 38 the structure is based upon an actual working week of 40 hours over 47 weeks (i.e. allowing for 4 weeks non-payment for holiday or absence on account of sick leave)

1000

From October 1998 to March 1999, 1000

[illegible][illegible]



**TEMPERATURE CLIMAX (Chapter 20) Weekly Pay Scale—Area Teacher**

1000

[illegible]

Address: 1401 Linderoom Road, Box 33, Lakeview, WA 67229, USA

(b) Staff in post in late February, 2011, as reassigned after that date follow a trend in Government service not exceeding 18 months) had the option of receiving the net 10% cost

© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 105–112

1978) found no effect of the amount of time spent in the water on the rate of oxygen consumption. This may be due to the fact that the fish were not exposed to any external work during the experiment.

© 2004 by Blackwell Publishing Ltd, *Journal of Internal Medicine* 255: 105–112

© 2000 Volvo North America, Inc. All rights reserved. Volvo and Volvo logo are registered trademarks of Volvo North America, Inc. in the U.S. and other countries. Volvo and Volvo logo are also registered trademarks of Volvo Group AB in Sweden and other countries. All other trademarks are the property of their respective owners.

Copyright © 2004 John Wiley & Sons, Ltd.

(1) The figures in this column are computed on the basis of a working week of 48 hours gross for 48 weeks in a year (i.e. no adjustment is made to allow for bank holidays and public holidays).

© 2004 Blackwell Publishing Ltd, *Journal of Internal Medicine* 255: 105–112

Royal Commission  
on the Civil Service (1953)

SUPPLEMENT TO  
INTRODUCTORY  
FACTUAL MEMORANDUM ON THE  
CIVIL SERVICE

[Medical and Legal staffs]

*Dated 1st June, 1954*

*Submitted by*  
H.M. TREASURY

LONDON: HER MAJESTY'S STATIONERY OFFICE  
1954



# TABLE OF CONTENTS

<i>Chapter</i>		<i>Paragraph Numbers</i>
1.	General Introduction ... ..	1-2
2.	Legal staff	
	Description of the class ... ..	3-7
	Developments in pay and structure ... ..	8-16
	Hours and leave ... ..	17-18
3.	Medical officers	
	Description of the class ... ..	19-23
	Developments in pay and structure ... ..	24-32
	Hours and leave ... ..	33-34

# LIST OF APPENDICES

		<i>Page</i>
CHAPTER 2	Legal staff	
A	Pay scales ... ..	facing p. 10
B	Departmental grades ... ..	11
C	Distribution of legal staff (general service class) ...	12
CHAPTER 3	Medical officers	
D	Pay scales ... ..	facing p. 12
E	Departmental organisation ... ..	13

# CHAPTER 1

## GENERAL INTRODUCTION

1. The Royal Commission have asked the Treasury to prepare, as a supplement to Part II of the Factual Memorandum submitted on 15th December, 1953, Chapters on the classes of legal staff and medical officers.

2. The information in the following two Chapters is similarly of a factual nature and, whilst the Staff Side of the National Whitley Council (in the case of the medical officer class) and the Civil Service Legal Society (in the case of legal staff) are not associated with the preparation of these two Chapters, they agree that the information in them is factually accurate.

# CHAPTER 2

## LEGAL STAFF

### DESCRIPTION OF THE CLASS

#### Duties

3. The class is confined to professionally qualified officers (barristers, advocates, solicitors and writers to the Signet) who act as the legal advisers of Departments and conduct their legal business. In some respects this involves professional activities similar to those found in private practice, e.g., giving legal opinions, instructing Counsel, advocacy before the Courts, conveyancing or the administration of trusts; in others the duties of the class are peculiar to the Government service, e.g. the drafting of statutory instruments. The work of the class varies from Department to Department as does the extent to which it would, outside the Civil Service, be regarded as falling upon each branch of the profession.

#### Representation

4. The recognised staff association is the Civil Service Legal Society.

#### Numbers and pay

5. The general service class, with which this Chapter deals, is divided into the following grades:—

	<i>Numbers at 1.4.54</i>		<i>Pay</i>	
	<i>Established</i>	<i>Temporary</i>	<i>Men £ a year</i>	<i>Women £ a year</i>
Procurement General and Treasury Solicitor ... ..	1	—	4,500	—
Clerk of the Crown and per- manent secretary to Lord Chancellor ... ..	1	—	4,500	—
Heads of legal departments or branches ... ..	17	—	3,250 (10) Fixed salaries from 2,500-4,000 (7)	—
Deputy heads of departments or branches ... ..	5	—	2,300-2,600	—
Principal assistant solicitors ...	5	1	2,600	—
Assistant solicitors ... ..	87	4	1,825-2,200	1,660-2,050
Senior legal assistants ... ..	209	10½	1,315-1,700	1,160-1,535
Legal assistants—				
(a) on confirmation of appointment at age 30	203	48	{ 915-1,225 690-800	{ 810-1,070 690-760
(b) during probation (ages 26-30) ... ..				
Total ... ..	528	60		

#### Note.—

- The salaries are those relating to staff in London.
- The rest of this Chapter will not be concerned with women's scales.
- Present and earlier men's scales are set out in detail in Appendix A.
- Details of legal staff in departmental classes, on scales not necessarily the same as those shown above, are given in Appendix B.

## Structure

6. The complements in different Departments do not conform to any common pattern; they are set out in Appendix C. A peculiar feature of the work of the class is the extent to which much of it, on the general departmental side, is concentrated in the Office of the Treasury Solicitor who is the legal adviser and solicitor for all Government Departments and Establishments which have not a solicitor or legal adviser of their own. For some years before the war it was the practice to discourage the formation of new legal departments and to provide for the needs of new Government Departments by increasing the staffs and scope of existing legal departments (usually the Treasury Solicitor's). Detached branches were set up where necessary.

## Recruitment

7. Recruitment is almost exclusively by competitive interview to the basic grade of legal assistant. Competitions since the war have been held at least once, and sometimes twice, a year. Candidates for posts in the English Departments must be barristers called to the English Bar, or solicitors admitted in England. (For Scottish Departments a candidate must be an admitted advocate or qualified writer to the Signet or solicitor in Scotland.) Candidates must not be less than 26 and not more than 40 years of age. The normal period of probation is one year, and when this has been satisfactorily completed a legal assistant proceeds to the higher scale on confirmation of appointment.

## DEVELOPMENTS IN PAY AND STRUCTURE

8. The history of the class in its present form dates from the reorganisation in 1946 following the recommendations of a Committee under the Chairmanship of Sir Alan Barlow to consider the organisation, remuneration and conditions of service of officers employed in Government legal departments. The Committee's Report was published in 1944 (circulated as Document XXIII). A brief note on the earlier history of the class is given in the next paragraph.

## Pre-war history

9. In 1919 legal officers were established as civil servants and common salary scales were introduced for the standard grades. Above the grade of assistant solicitor there has never been uniformity of pay. The heads of some offices, for example the Treasury Solicitor and the Director of Public Prosecutions, have always been paid higher salaries than those of the main departmental solicitors, and the heads of small Departments such as the Scottish Home Department have received lower salaries. Although common scales of pay were introduced in 1919, Departments (in conjunction with the Civil Service Commission) recruited their own legal officers. The basic salary scales were as follows:—

	£
Solicitor ... ..	1,800
Assistant solicitor ... ..	1,000 × 50—1,200
Senior legal assistant (formerly chief clerk)* ... ..	750 × 25—900
Legal assistant (formerly assistant chief clerk)* ... ..	550 × 20—700
Junior legal assistant (formerly professional legal clerk)* ... ..	200 × 15—500

These scales were increased by a cost of living bonus between 1920 and 1936. In 1927 the junior legal assistant's salary was raised from £200 to £230 on entry by an award of the Industrial Court. Rounded consolidated scales for legal officers were introduced with effect from 1st December, 1935, at the same time as they were introduced for other civil servants. The Society could not

\* The names were changed in 1936.

agree to the consolidated scales introduced by the Treasury, and the dispute might have been referred to arbitration had it not been for the war and the fact that the Treasury agreed in 1939 to revise the lower salary scales. The basic salary scales from 1936-45 were as follows:—

	1936 £	1939 £
Solicitor ... ..	1,953	No change
Assistant solicitor ... ..	1,200 × 50—1,400	No change
Senior legal assistant ... ..	900 × 30—1,100	No change
Legal assistant ... ..	650 × 25—850	675 × 25—850
Junior legal assistant ... ..	315 × 18—625	315 × 18—325 × 25—650

*Note.*—A flat rate bonus of £60 on all salaries up to £1,500 was introduced in November, 1944, and was replaced in November, 1945 by a consolidation addition rising to £120 on salaries of £1,100-1,500.

### Post-war organisation

10. The Treasury accepted, with some minor exceptions, the scales recommended by the Barlow Committee with effect from 1st January, 1946. The revised salaries, together with the rounded consolidated scales which were introduced as from 1st January, 1947 for the three lower grades, are set out below:—

	<i>Salaries 1.1.46</i>	
Treasury Solicitor ... ..	£3,500	
Clerk of the Crown and permanent secretary to Lord Chancellor ...	£3,500	
Head of legal department or branch ... ..	Fixed salaries from £2,000-3,000	
Deputy head of department or branch ... ..	Fixed salaries from £1,850-2,000	
Principal assistant solicitor ...	£2,000	
	<i>Basic scales 1.1.46</i>	<i>Rounded consolidated scales 1.1.47</i>
	£	£
Assistant solicitor ... ..	1,300 × 50—1,700	1,420 × 50—1,700
Senior legal assistant ... ..	900 × 30—1,200	1,000 × 30—1,090 × 35—1,320
Legal assistant—		
(a) On confirmation of appointment at age 30 ... ..	700 × 25—850	800 × 25—950
(b) During probation ... ..	£400 at age 26 plus £25 for every year above that age on entry up to a maximum of £600.	£500 at age 26 plus £25 for every year above that age on entry up to a maximum of £700.

### Higher posts: Chorley revision

11. When the increases recommended by the Chorley Committee for higher civil servants were introduced with effect from 1st October, 1950 (though in some cases the increases were not paid in full until 1st October, 1951), the salaries of the higher legal posts were increased as follows:—

Procurator General and Treasury Solicitor ... ..	£4,500
Clerk of the Crown and permanent secretary to Lord Chancellor ... ..	£4,500
Head of legal branch ... ..	Fixed salaries from £2,500-4,000
Deputy head of branch ... ..	Fixed salaries from £2,200-2,500
Principal assistant solicitor ... ..	£2,500
Assistant solicitor ... ..	£1,625 × 75—1,850—100—2,000

## Salary revisions 1950-51

12. In 1950 the Civil Service Legal Society claimed improved scales for the senior legal assistant and legal assistant grades. Negotiations failed to arrive at agreement and the claim was referred to arbitration. The Civil Service Arbitration Tribunal awarded the following scales:—

Senior legal assistant	... ..	£1,150 × 40—1,230 × 50—1,500
Legal assistant—		
(a) On confirmation of appointment at age 30	...	£800 × 30—1,070
(b) During probation	... ..	£600 at age 26 with an addition of £25 for each year of age above 26 on entry up to maximum of £700.

## Increments—legal assistant's scale

13. As from 1st January, 1946, the minimum of the scale for the legal assistant on confirmation of appointment was linked to age 30 with provision for a deduction of £25 for every year of age below 30. When the increment for legal assistants on confirmation of appointment was increased from £25 to £30 by the Arbitration Tribunal, the Treasury considered that increments below the age of 30 should remain £25 but the Society claimed that they should be £30. The Tribunal was asked for a ruling and awarded that on confirmation of appointment legal assistants should in all cases receive increments of £30.

## Pay addition

14. As from 1st January, 1952, salaries not exceeding £1,500 received pay addition in accordance with the National Whitley Council pay additions agreement.

## Civil Service Legal Society's claim, 1952

15. In 1952 the Society claimed that the minimum rate for legal assistants on confirmation of appointment should be increased from £800 to £900 and that the increment should become £40 instead of £30 at the £990 point on the scale claimed. The Treasury offered to increase the increment to bring it into line with those of other civil service grades, i.e. to £40 at the £980 point on the scale, on condition that the claim for an increase for the legal assistant on confirmation of appointment was withdrawn. This offer was not accepted. The Society's claim was heard by the Arbitration Tribunal on 31st March, 1953. The Tribunal's Award gave no increase to legal assistants on confirmation of appointment, but increased the increment from £30 to £40 at the £980 point on the old scale without the maximum salary being increased.

## Revision of scales, 1953

16. In 1953, following the submission of the claim by the First Division Association, referred to in paragraph 199 of the Introductory Factual Memorandum, the Society submitted a claim based on the same principle. Agreement was reached in May, 1954, to a revision with effect from 1st January, 1953, of the scale of senior legal assistants and legal assistants in the light of increases awarded to the administrative and executive classes. The upper end of the scale for senior legal assistants also takes account of the £100 increase given to "higher grades" with inclusive salaries between £1,600 and £2,500. The increase for legal assistants provided the opportunity to return to an ordinary age pay scale for legal assistants who are under age 30 on confirmation of

appointment (i.e. the deductions as well as the increments are now £30 for each year below that age—see paragraph 13 above). The revised scales are:—

	£
Senior legal assistant ... ..	1,315 × 50—1,700
Legal assistant—	
(a) On confirmation of appointment—	
At age 27 ... ..	825
At age 28 ... ..	855
At age 29 ... ..	885
At age 30 ... ..	915 × 35—1,020 × 40—1,225
(b) During probation ... ..	£690 at age 26 with an addition of £30 for each year of age above 26 on entry, up to a maximum of £800.

The scales for assistant solicitors and the fixed salary for principal assistant solicitors and other posts at this level have been revised, also with effect from 1st January, 1953, in exactly the same way as the scales and salaries of all other "higher grades" (mentioned above). The revised salaries and scale are:—

Principal assistant solicitor*	£2,600
Assistant solicitor ... ..	£1,825 × 75—2,050 × 100—2,200

## HOURS AND LEAVE

17. Legal officers are conditioned to a week of 42 hours in London and 44 in the provinces, including meal intervals. The present standard working week in most offices is, however, 45½ hours. The grades of legal assistant and senior legal assistant come within the scope of the extra duty allowance scheme described in paragraphs 65–67 of the Introductory Factual Memorandum.

18. Legal officers are normally allowed 36 days leave rising to 48 days after 10 years' service; this allowance is at present restricted to 36 days.

## CHAPTER 3

### MEDICAL OFFICERS

#### DESCRIPTION OF THE CLASS

##### Duties

19. Medical officers are employed on a wide range of duties which include:—

- the clinical examination of cases similar to those found in medical practice generally;
- the general supervision of the medical aspects of the National Health Service;
- advising on the prevention, control or treatment of industrial, infectious and other diseases and on major health issues;
- health organisation in industrial establishments such as those of the Ministry of Supply;
- the medical (including psychiatric) treatment of prisoners.

\* Salaries which were previously fixed between £2,300 and £2,600 have been raised by £100.

## Representation

20. Medical officers are represented by the Institution of Professional Civil Servants (I.P.C.S.).

## Numbers and pay

21.

	Numbers at 1.4.54		Scales (men and women) (with effect from 1.1.52) £ a year
	Established	Temporary	
Chief medical officer (Ministry of Health)	1	—	4,000
Chief medical officer (Department of Health for Scotland) ... ..	1	—	3,000
Deputy chief medical officers (Ministry of Health) ... ..	2	—	3,000
Chief medical officers (Colonial Office, Ministry of Pensions and National Insurance, Treasury medical adviser) ...	2	1	2,850
Deputy chief medical officers (Department of Health for Scotland, Ministry of Pensions and National Insurance) ...	6	—	2,500
Principal medical officers (Ministry of Health) ... ..	3	—	2,500
Senior medical senior commissioner (Board of Control, England and Wales) ...	1	—	2,500
Chief inspector under Cruelty to Animals Act (Home Office) ... ..	1	—	2,200
Principal medical officers, including the following posts:—			
1 director of medical services (Prison Commission) ... ..	22	1	2,300
1 chief medical statistician (General Register Office) ... ..			
1 chief medical officer (Ministry of Supply) ... ..			
1 senior medical inspector (Ministry of Labour) ... ..			
1 principal medical inspector (Ministry of Fuel and Power) ... ..			
2 medical senior commissioners (Board of Control, England and Wales) ...			
Senior medical officers ... ..	90	4	2,200
Medical officers (basic grade) ... ..	234	137	1,500 (age 35)–2,100
Total ... ..	363	143	

### Notes.—

- The scales are those relating to staff in London and are assumed to include pay addition (see paragraph 32 below).
- The minimum of the scale for the medical officer in the basic grade is linked to age 35 and is subject to increase at the rate of one increment for each year above that age up to but not exceeding age 40. It is subject to deduction at the rate of £50 for each year below the age of 35 (see paragraph 23 below).
- The scales are the same for women as for men.
- The present and earlier scales are set out in detail in Appendix D.

## Structure

22. The work of the different Departments employing medical officers is so varied that there is no common pattern of complements. Some examples of the organisation in different Departments are given in Appendix E.

## Recruitment

23. Recruitment is usually by competitive interview to the basic grade. The age of entry has rarely been below 32 and more often 35 or over. The lower age limit is 28 years; there is no upper age limit. Occasionally it has been necessary to recruit medical officers from outside the Service to posts above basic grade. There are at present about 85 vacancies which Departments have been unable to fill because the British Medical Association between February 1952 and March 1954 refused to accept advertisements for full time posts in the Civil Service on the ground that they regarded the pay as inadequate, and the Treasury agreed not to advertise elsewhere while negotiations were continuing. This dispute has now been resolved (see paragraph 32 below) and a competition is being held in July 1954.

## DEVELOPMENTS IN THE PAY AND STRUCTURE

24. For this purpose the history of the class may be regarded as dating from the post-war reorganisation, which was introduced with effect from 1st January 1946, because before that date there were no common scales of pay or conditions of service. Each Department had its own grades of medical officers paid on slightly varying scales. Medical staff in the Ministry of Health and the Department of Health for Scotland were paid on higher scales than those in other Departments.

### Post-war reorganisation

25. In 1946 medical officers were reorganised into two classes—the general service class and a departmental class which became known as the “health group”. The “health group” included medical staff employed not only in the two “health” Departments—the Ministry of Health and the Department of Health for Scotland—but also medical staff in the Home Office, the Ministry of Fuel and Power and the Ministry of Education. The differentiation in salary between the two classes was intended to distinguish those engaged on administrative work—in the “health” group—from those engaged primarily on clinical work—in the general service class. Later the Ministry of National Insurance also employed doctors paid on the “health” scales. The detailed differences between the pay of the two classes are shown in columns 3 to 5 of Appendix D.

26. Treasury proposals for the general service class were discussed and agreed with the I.P.C.S. Revised consolidated scales for the general service class and for the health group were put into effect as from 1st January, 1946. The scales were as follows:—

	£
<i>General service class</i>	
Director ... ..	1,600 × 50—1,800
Principal medical officer ... ..	1,400 × 50—1,600
Medical officer ... ..	1,000 (age 35) × 30—1,300 × 50—1,400
<i>Health group</i>	
Principal medical officer ... ..	1,600 × 50—1,800
Senior medical officer ... ..	1,500 × 50—1,700
Medical officer } —scale (ii) ... ..	1,300 × 50—1,500
(basic grade) } —scale (i) ... ..	1,150 (age 38) × 30—1,300 × 50—1,500



The salaries of the chief and deputy chief medical officers and certain principal medical officers in the Ministry of Health were increased with effect from 1st January, 1946, following increases given to other higher civil servants:—

	£
Chief medical officer (Ministry of Health) ... ..	3,000
Chief medical officer (Department of Health for Scotland) ... ..	2,250
Other chief medical officers ... ..	2,250
Deputy chief medical officer (Ministry of Health) ... ..	2,250
Principal medical officers (Ministry of Health) ... ..	2,000
Other deputy chief medical officers ... ..	1,850

#### History after reorganisation

27. Following the Report of the Chorley Committee, the pay of all grades was revised as follows, with effect from 1st October, 1950:—

General service class	£
Director ... ..	$1,850 \times 100 = 2,125$
Principal medical officer ... ..	$1,600 \times 75 = 1,850$
Medical officer (basic grade) ... ..	$1,100 \text{ (age 35)} \times 40 = 1,220 \times 50 = 1,600$
<i>Health Group</i>	
Principal medical officer ... ..	$1,850 \times 100 = 2,125$
Senior medical officer ... ..	$1,725 \times 75 = 1,800 \times 100 = 2,000$
Medical officer (basic grade) ... ..	$1,250 \text{ (age 38)} \times 50 = 1,500 \times 75 = 1,725$
Posts at £1,850 were increased to £2,200	
Posts at £2,000 were increased to £2,500	
Posts at £2,250 were increased to £2,850	
Posts at £3,000 were increased to £4,000	

28. In 1949 the Civil Service Medical Officers' Joint Committee (consisting of representatives of the I.P.C.S., the Ministry of Health Medical Staff Association, since amalgamated with the I.P.C.S., and the British Medical Association) claimed salaries for medical officers in the basic grade of £1,380 at age 32)  $\times 60 = 1,560 \times 120 = 2,300$  in the general service class and of £1,660 (at age 35)  $\times 120 = 2,300$  in the "health group", with salaries for posts above basic grade rising to £5,000 for the chief medical officer, in order to give parity of remuneration with doctors employed in the National Health Service. This claim was rejected by the Treasury, who in 1950 appointed a Committee under the Chairmanship of Sir Harold Howitt to review the organisation, structure and pay of civil service medical staffs.

29. The main recommendations of the Howitt Committee (circulated as Document XXIV) in relation to organisation and pay were:—

- That temporary medical officers in Ministry of Pensions hospitals should in future receive the same rates of pay and conditions of service as those paid to doctors employed in National Health Service hospitals (first Interim Report, December, 1950). This was accepted by the Treasury.
- That the general service and "health" classes should be amalgamated on the basis of the "health" scales then in force, without prejudice to any subsequent recommendations on the level of remuneration or the structure of medical staffs generally which the Committee might make in its Final Report (second Interim Report, April, 1951). This was accepted by the Treasury.
- That revised scales should be introduced with effect from 1st January, 1951 (Final Report, dated August, 1951), as follows:—

	£
Principal medical officers ... ..	2,250
Senior medical officers ... ..	$1,800 \times 100 = 2,000$
Medical officers ... ..	$1,250 \text{ (age 35)} \times 50 = 1,500 \times 75 = 1,725$

The following salaries were recommended for the higher posts:—

	£
Chief medical officer (Ministry of Health) ... ..	4,000
Chief medical officer (Department of Health for Scotland) ... ..	3,000
Deputy chief medical officers (Ministry of Health) ... ..	2,850
Chief medical officers (Colonial Office, Ministry of National Insurance,* Ministry of Pensions*) ... ..	
Treasury medical adviser ... ..	2,500
Deputy chief medical officer (Department of Health for Scotland) ... ..	
Deputy chief medical officer (Ministry of National Insurance) ... ..	
Deputy directors general of medical services (Ministry of Pensions) ... ..	2,500
Senior medical senior commissioner (Board of Control, England and Wales) ... ..	
Some principal medical officer posts ... ..	2,500
Director of medical services (Prison Commission) ... ..	2,250
Chief medical statistician (General Register Office) ... ..	
Chief medical officer (Ministry of Supply) ... ..	2,250
Senior medical inspector (Ministry of Labour) ... ..	
Principal medical inspector (Ministry of Fuel and Power) ... ..	2,000
Medical senior commissioners (Board of Control, England and Wales) ... ..	
Chief inspector under Cruelty to Animals Act (Home Office) ... ..	2,000

- (d) That there should be higher starting pay of £1,500 linked to age 35 for medical officers recruited to fill a limited number of posts for which initial qualifications and experience above the normal were required and for which the proposed starting salary of £1,250 linked to age 35 was considered insufficient to attract recruits of the right calibre.
- (e) That it should be open to Departments, in the case of particular posts where the value of the work and the expert knowledge of the holder were outstanding, to upgrade the post, with Treasury approval, while keeping the same officer in the post.

30. As explained, the Joint Committee were unable to accept the scales recommended at (c) above, and they were put into effect by administrative action, with effect from 1st January, 1951.

31. As from 1st January, 1952, medical officers received the appropriate pay addition. When the agreement referred to in the next paragraph\* concluded, pay addition was included in the new scales effective from same date.

32. Discussions and negotiations on the pay recommended by the Howl Committee (paragraph 29 above) continued from 1952 to 1954, until agreement was reached on the following scales and rates to be effective from 1st January, 1952:—

	£ a year
Posts paid at £2,500 or more ... ..	No change
Principal medical officer ... ..	2,300
Senior medical officer ... ..	2,200
Medical officer ... ..	1,500 (age 35) × 75—1,800 × 100—2,100

(Note.—The scale for medical officers is not a consolidated scale, but one in which pay addition is assumed to be included. It does not, therefore, attract pay addition.)

This agreement was made on the following understanding:—

- (a) Both parties remain free to ask the Royal Commission on the Civil Service to consider any proposals they think fit to make about the remuneration of all grades in the medical officer class. This particularly applies to the rates of pay for senior and principal medical officers, the increases in which both sides regard as purely token.

\* Posts now amalgamated.

- (b) The scale now agreed for the basic grade cannot be regarded as establishing any particular relativity between that grade and any grade or grades in other classes in the Civil Service.
- (c) No new arrangements made in the remuneration of medical work outside the Civil Service, for instance in the remuneration of consultants or other hospital medical staff in the National Health Service, will be made the basis of a claim to the Treasury prior to the publication of the Report of the Royal Commission, but this in no way limits either party's freedom of action in using any such factors in its submissions to the Royal Commission, or in using any other new considerations in fresh representations either before or after the Royal Commission has reported.

#### HOURS AND LEAVE

33. Members of the general service class of medical officers are conditioned to a week of 42 hours in London (and Edinburgh) and 44 in the provinces, including meal intervals. The grade of medical officer comes within the scope of the extra duty allowance scheme described in paragraphs 65-67 of the Introductory Factual Memorandum, though most of the scale is above the E.O.A. ceiling.

34. Medical officers are normally allowed 36 days leave rising to 48 days after ten years' service; this allowance is at present restricted to 36 days.

## DEPARTMENTAL GRADES

The following Departments employ legal officers in departmental grades on scales which vary to some extent from those of the general service class:—

				<i>Numbers in post</i> 1.4.54		
				<i>Established</i>	<i>Temporary</i>	<i>Total</i>
(1)	Foreign Office	...	...	7	5	12
(2)	Lord Advocate's Department	...		5	—	5
(3)	Crown Office and Procurator Fiscal Service	...	...	48	—	48
(4)	Parliamentary Counsel (Treasury)	...		16	—	16
(5)	Statutory Publications Office (Treasury)	...	...	3	—	3
(6)	Board of Control (Ministry of Health)	...	...	4	—	4
(7)	Scottish Land Court	...	...	5	—	5
(8)	Judicial Committee of the Privy Council	...	...	1	—	1
(9)	Treasury Solicitor's Department*			1	—	1
Total number of posts ...				90	5	95

\* Assistant Queen's Proctor.

## LEGAL STAFF (GENERAL SERVICE CLASS)

Distribution of staff in post at 1st April, 1954

Department	Senior posts (over £2,600)		Principal asst. solicitor or other posts from £2,200 to £2,600		Assistant solicitor		Senior legal assistant		Legal assistant		Total	
	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary	Per- manent	Tem- porary
Agriculture and Fisheries	1	—	—	—	6	†	12	1	10	4	29	5†
Atomic Energy	—	—	—	—	1	—	—	—	—	—	1	—
Charity Commission	—	—	1	—	2	—	8	—	9	—	20	—
Colonial Office	1	—	—	—	2	—	2	3	1	—	6	3
Commonwealth Relations	—	—	—	—	1	—	1	—	—	—	2	—
Customs and Excise	1	—	—	—	3	—	11	—	13	1	30	1
Education	—	—	—	—	2	—	3	—	2	1	8	1
Friendly Societies (Registry of)	1	—	—	—	—	—	1	—	—	—	5	—
Health	1	—	1	—	5	—	13	—	2	1	28	1
Home Office	1	—	—	—	2	—	3	—	1	—	7	—
Inland Revenue	1	—	1	—	10	—	18	†	16	6	46	6†
Labour and National Service	1	—	—	—	3	—	5	—	5	—	14	—
Land Registry	—	—	—	—	4	—	10	—	11	3	26	3
Law Officers Department	—	—	1	—	—	—	1	—	2	—	3	—
Lord Chancellor	2	—	—	—	4	—	2	1	3	2	11	3
Pensions and National Insurance	1	—	—	—	6	—	16	—	18	10	41	10
Post Office	1	—	—	—	4	—	10	—	13	4	28	4
Public Prosecutions	1	—	1	—	3	—	10	—	12	1	27	1
Public Trustee	1	—	1	—	15	—	15	—	24	2	45	2
Scottish Home Department	—	—	1	—	2	—	6	—	7	7	16	—
Trade	1	—	—	—	6	—	13	2	11	7	31	9
Treasury Solicitor	2	—	4	—	15	—	48†	3†	33	6	102	10
Welsh Board of Health	—	—	—	—	—	—	1	—	1	—	2	—
	17	—	12	1	87	†	209	10†	203	48	528	60

\* Includes post of Assistant Queen's Proctor on salary scale of £1,200-£1,750 (basic).

† One temporary senior legal assistant filling established legal assistant post.

## MEDICAL STAFF DEPARTMENTAL ORGANISATION

Complements of medical staff in five Departments concerned with different aspects of the medical service are given below:—

	<i>Complement (at 1.4.54)</i>	<i>Salaries (inclusive of pay addition with effect from 1.1.52) £</i>
<b>Ministry of Pensions and National Insurance</b>		
Chief medical officer ... ..	1	2,850
Deputy chief medical officers ... ..	3	2,500
Principal medical officers ... ..	4	2,300
Senior medical officers ... ..	32	2,200
Medical officers ... ..	128	1,500-2,100
Total number of posts ... ..	168	
<b>Ministry of Health</b>		
Chief medical officer ... ..	1	4,000
Deputy chief medical officers ... ..	2	3,000
Senior principal medical officers ... ..	3	2,500
Principal medical officers ... ..	9	2,300
Senior medical officers ... ..	26	2,200
Medical officers ... ..	103	1,500-2,100
Regional medical officers ... ..		
Total number of posts ... ..	144	
<b>Ministry of Supply</b>		
Chief medical officer ... ..	1	2,300
Senior medical officers ... ..	7	2,200
Medical officers ... ..	32	1,500-2,100
Total number of posts ... ..	40	
<b>Prison Commission</b>		
Director of medical services ... ..	1	2,300
Senior medical officers ... ..	10	2,200
Medical officers ... ..	66	1,500-2,100
Total number of posts ... ..	77	
<b>Treasury Medical Service</b>		
Treasury medical adviser ... ..	1	2,850
Principal medical officer ... ..	1	2,300
Senior medical officers ... ..	4	2,200
Medical officers ... ..	9	1,500-2,100
Total number of posts ... ..	15	

**LEGAL STAFF**  
Annual pay scales—*area, London*

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Grade	Scale from £10	£100,000 plus £10,000 plus £1,000	£100,000 plus £10,000 plus £1,000	Consolidated scale from £11.41	Scale from £12.30	Scale from £13.31	Scale plus pay addition from £13.32	Consolidated scale from £13.33	Consolidated scale plus pay addition from £13.34
Chief of the Crown and permanent secretary to Lord Chancellor Property General and Treasury Secretary	£100	£100	As in col. (1)	As in col. (1)	£100	As in col. (1)	As in col. (1)	As in col. (1)	As in col. (1)
Head of legal department or branch(es)	Variable scale from £1,000—£1,500 to £1,500—£2,000	Fixed salaries from £1,000—£2,000	As in col. (1)	As in col. (1)	Fixed salaries from £1,000—£2,000	As in col. (1)	As in col. (1)	Fixed salaries from £1,000—£2,000	As in col. (1)
Deputy head of department or branch(es)	Variable scale from £1,200—£1,400 to £1,400—£1,600	Fixed salaries from £1,200—£1,600	As in col. (1)	As in col. (1)	Fixed salaries from £1,200—£1,600	As in col. (1)	As in col. (1)	Fixed salaries from £1,200—£1,600	As in col. (1)
Principal assistant solicitor(s)	£1,600—£1,800 (Junior Solicitor) £1,800—£2,000 (Senior Solicitor)	£1,600	As in col. (1)	As in col. (1)	£1,600	As in col. (1)	As in col. (1)	£1,600	As in col. (1)
Assistant solicitor	£1,800—£2,000	£1,800—£2,000	—	£1,800—£2,000	£1,800—£2,000	As in col. (1)	—	£1,800—£2,000	—
	£1,800 £1,850 £1,900 £1,950 £2,000	£1,800 £1,850 £1,900 £1,950 £2,000	£1,800 £1,850 £1,900 £1,950 £2,000	£1,800 £1,850 £1,900 £1,950 £2,000	£1,800 £1,850 £1,900 £1,950 £2,000	As in col. (1)	—	£1,800 £1,850 £1,900 £1,950 £2,000	—
Senior legal assistant	£2,000—£2,200	£2,000—£2,200	—	£2,000—£2,200	£2,000—£2,200	As in col. (1)	—	£2,000—£2,200	—
	£2,000 £2,050 £2,100 £2,150 £2,200	£2,000 £2,050 £2,100 £2,150 £2,200	£2,000 £2,050 £2,100 £2,150 £2,200	£2,000 £2,050 £2,100 £2,150 £2,200	£2,000 £2,050 £2,100 £2,150 £2,200	As in col. (1)	—	£2,000 £2,050 £2,100 £2,150 £2,200	—
Legal assistant on confirmation of appointment (Junior legal assistant)	£2,200—£2,400	£2,200—£2,400	—	£2,200—£2,400	£2,200—£2,400	As in col. (1)	—	£2,200—£2,400	—
	£2,200 £2,250 £2,300 £2,350 £2,400	£2,200 £2,250 £2,300 £2,350 £2,400	£2,200 £2,250 £2,300 £2,350 £2,400	£2,200 £2,250 £2,300 £2,350 £2,400	£2,200 £2,250 £2,300 £2,350 £2,400	As in col. (1)	—	£2,200 £2,250 £2,300 £2,350 £2,400	—
Legal assistant on probation (Juni- or legal assistant)	£2,400—£2,600	£2,400—£2,600	—	£2,400—£2,600	£2,400—£2,600	As in col. (1)	—	£2,400—£2,600	—
	£2,400 £2,450 £2,500 £2,550 £2,600	£2,400 £2,450 £2,500 £2,550 £2,600	£2,400 £2,450 £2,500 £2,550 £2,600	£2,400 £2,450 £2,500 £2,550 £2,600	£2,400 £2,450 £2,500 £2,550 £2,600	As in col. (1)	—	£2,400 £2,450 £2,500 £2,550 £2,600	—

Note—(a) Includes the Director of Public Prosecutions and the Public Trustee (both at £1,000), the Chief Registrar of Friendly Societies (£2,250), the Deputy Treasury Solicitor (£2,000), the Chief Land Registrar (£2,000), the Chief Charity Commissioner and the Solicitor, British Home Department (both at £2,000), and heads of the following legal branches (all at £1,500): Ministry of Agriculture and Fisheries, Ministry of Health, Customs and Excise, Commonwealth Relations Office, Home Office, Inland Revenue, Ministry of Labour, Ministry of Transport, Ministry of Education, Ministry of Pensions and National Insurance, General Post Office and Board of Trade.

(b) Includes Deputy Director of Public Prosecutions, Deputy Chief of the Crown and Assistant Public Trustee (all at £2,000), Assistant Registrar of Friendly Societies and Senior Land Registrar (both at £2,000). (The last post was dropped on the recommendation of the professional staff in the Legal Registry consequent on the Review Report in 1964 by memorandum no. 10/64.)

(c) These are principal assistant solicitor posts in the Treasury Solicitor's Office (2), the Board of Inland Revenue (2) and the Ministry of Health (2) (last two on 2nd August, 1970).

(d) These age points apply to all the following columns.

(e) As from 1st January, 1966, the junior legal assistant grade was abolished and that of legal assistant on probation was introduced; probation is usually only for one year but may be extended to two years.

(f) For one increment for every year of professional experience above the age of 25.

